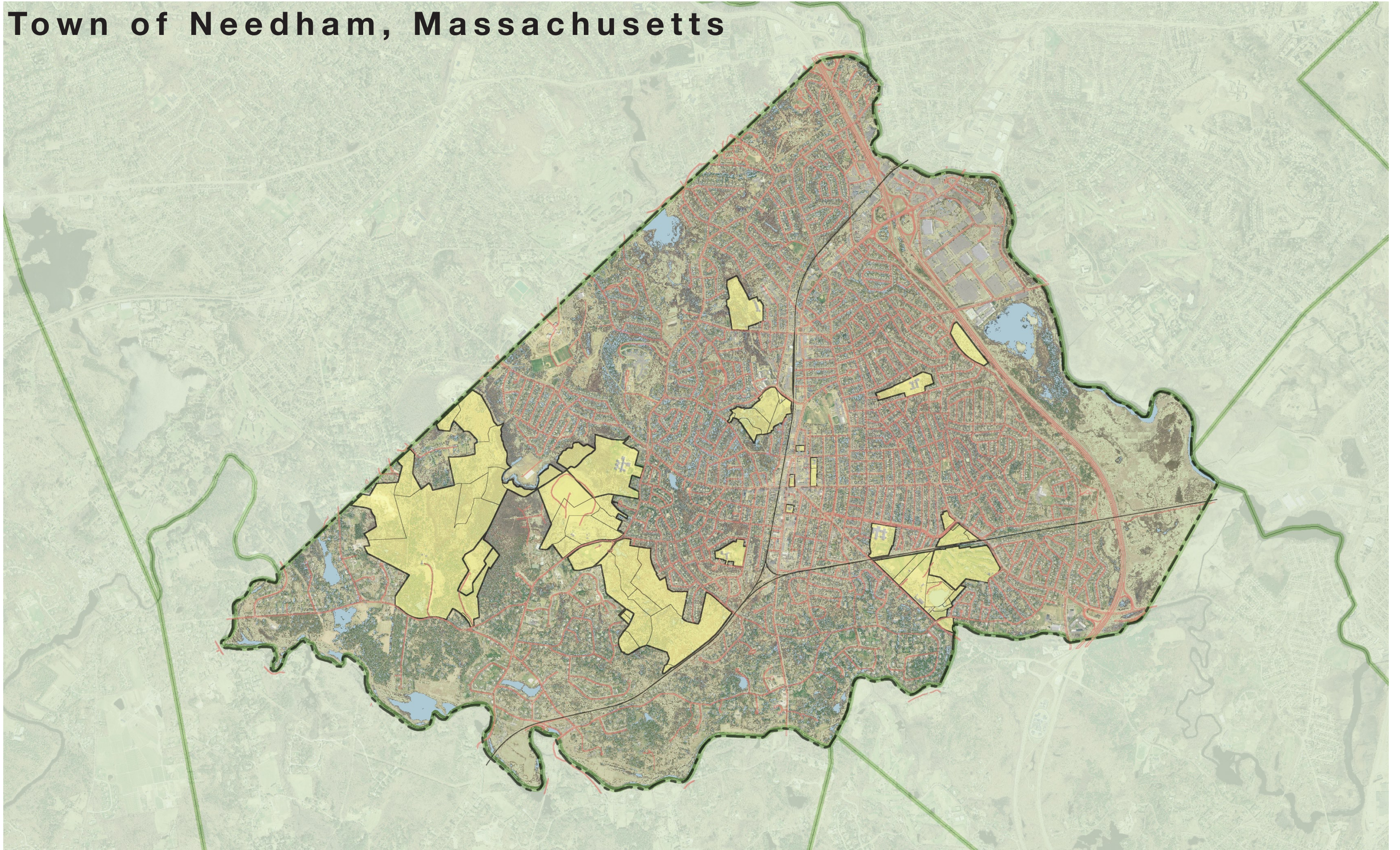


Facilities Master Plan

Town of Needham, Massachusetts

Volume 2



VOLUME 1

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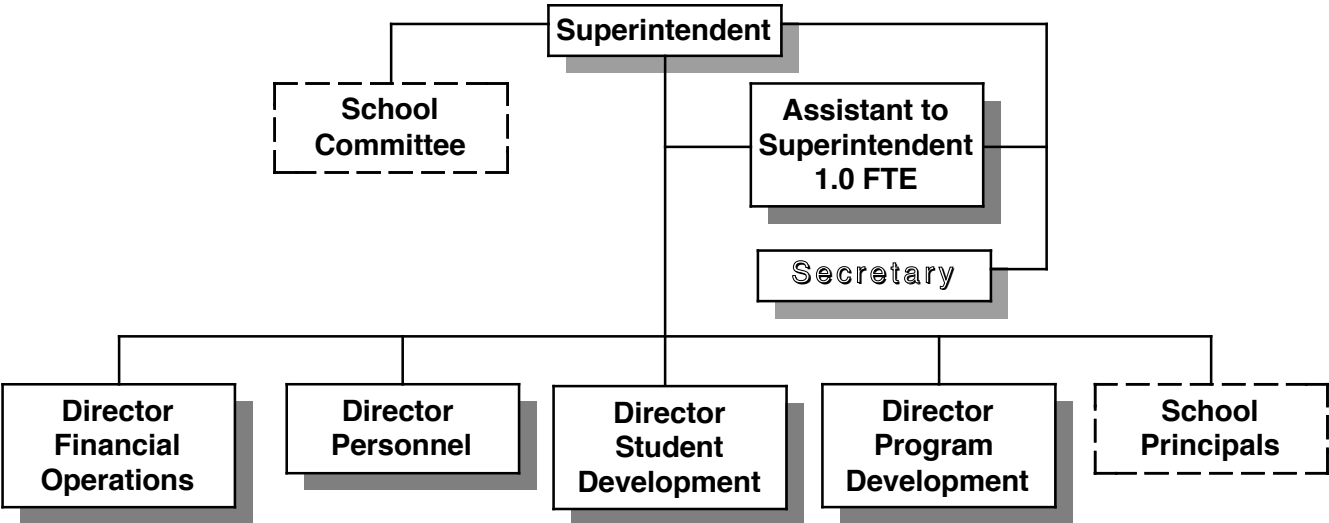
A-6 DEBT ANALYSIS SUMMARY

School Administration - Superintendent

OVERVIEW

Functions:	Oversees all operations of the Needham Public Schools.
Adjacencies:	See Charts for school department adjacencies. No functional relationship with town departments. School Committee meetings should be held in the school administration building.
Preferred Location	Central location.
Public Access	Good accessibility to public.
Storage	
Parking	Three cars (superintendent, assistant, and future secretarial position).
Service Access	None.

DEPARTMENT ORGANIZATION



LEGEND			
(2)	Number of staff at position when more than 1	1(FTE)	Outlined text indicates projected future growth
FTE	Full Time Equivalent Staff if not full time	-----	Dashed box for staff not requiring dedicated space in this department

PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Superintendent of Schools					2,045
Superintendents Office	1	250	250		Room for 6-8 to meet at table
Assistant to Superintendent	1	140	140		Room for 4 to meet at table
Secretary	1	75	75		
Waiting	1	50	50		
Conference Room	1	300	300		Capacity of 10-12
Office Supply Closet	1	20	20		
Coat Closet	1	10	10		
Toilets			-		See Building Services Program
Kitchenette			-		See Building Services Program
Lunch Room			-		See Building Services Program
Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
School Committee					300
Meeting Room			-		See Note #4
Work Room	1	300	300		Working space for school committee members: and support staff with tables and chairs and files
Toilets			-		See Building Services Program

NOTES

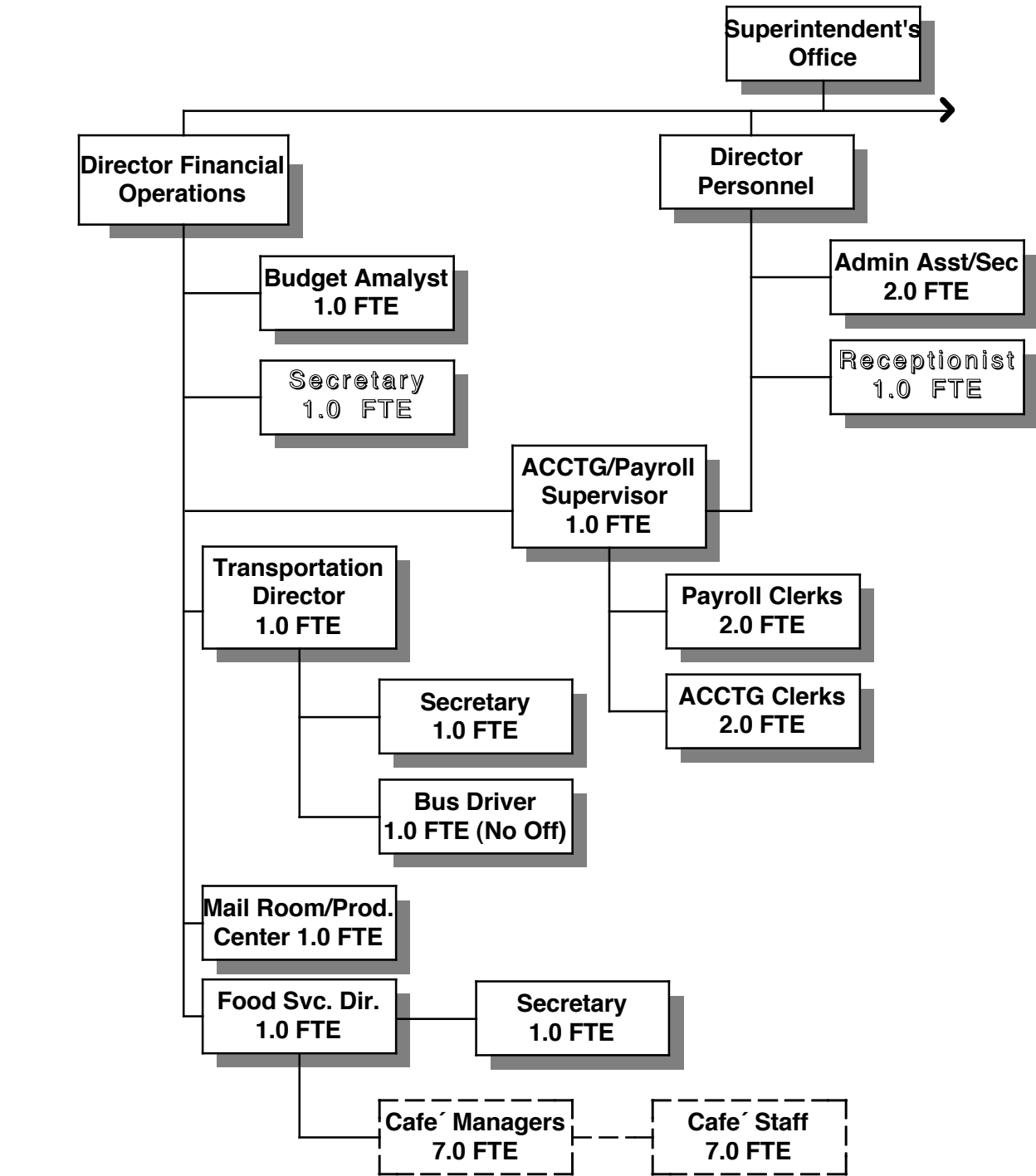
1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 09/29/05 (Refer to Meeting Report #03).
2. School committee meeting room could have moveable partition to divide room into smaller conference rooms for flexibility.
3. Easy public access needed for night meetings when school department offices would otherwise be closed.
4. School committee meetings are held off site, but it is preferred that a “typical” school committee meeting take place in a 1500 sf room in the school department offices, adjacent to the school department offices and support staff. This meeting room is not included above.

School Administration - Financial Operations & Personnel

OVERVIEW

Functions:	Personnel Budget Accounting/Payroll Transportation (school buses) Mail room receives/picks up/distributes interschool and interdepartment mail. Copy center does bulk printing for school department. Food Service.
Adjacencies:	Finance interacts with town hall, but physical proximity not necessary; town/school financial systems have network connection. Proximity to front door important for reception, receiving mail and deliveries. Shared conference room(s) should be nearby. “Dead” document storage does not need to be in office space, but should be in the same building.
Preferred Location	Central location.
Public Access	Good accessibility to public.
Storage	Finance needs the equivalent of 12-13 four drawer files for “live” storage, and 12-13 for “dead” storage. Personnel needs the equivalent of 10 four drawer files for “live” storage, and 15-20 for “dead” storage. Need to be able to store supplies, such as pallets of paper. Finance needs safe for cash.
Parking	17 staff (see organizational chart) plus visitors (public and school dept.).
Service Access	Mail/Fed Ex/ UPS deliveries Need to be able to receive supplies (for administration building use) such as pallets of paper.

DEPARTMENT ORGANIZATION



LEGEND			
(2)	Number of staff at position when more than 1	1(FTE)	Outlined text indicates projected future growth
FTE	Full Time Equivalent Staff if not full time	---	Dashed box for staff not requiring dedicated space in this department

School Administration - Financial Operations & Personnel

PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Finance Operations				2,540	
Director's Office	1	140	140		All Director's Offices shall include a table and chairs for meetings of four persons
Budget Analysts Office	1	100	100		
Secretary	1	75	75		
Accounting/Payroll Supervisor Office	1	100	100		
Payroll Clerks	2	75	150		
Accounting Clerks	2	75	150		
Transportation Director Office	1	140	140		
Transportation Secretary	1	100	100		Includes area for bus driver
Transportation Public Counter	1	125	125		Includes counter, workspace and queue
Transportation Waiting	5	10	50		
Mail Room/Production Center	1	300	300		Includes bulk paper storage
Food Service Director	1	140	140		
Food Service Secretary	1	75	75		
Food Service Public Counter	1	75	75		Includes counter, workspace and queue
Food Service Waiting	5	10	50		
Active File Storage	1	100	100		12-13 file cabinets
Dead File Storage	1	100	100		12-13 file cabinets
Office Supplies Closet	1	20	20		
Coat Closet	1	10	10		
Office Equipment /Copier			-		See Building Service Program
Conference Room			-		See Building Service Program
Toilets			-		See Building Service Program
Kitchenette			-		See Building Service Program
Lunch Room			-		See Building Service Program
			-		
			-		
			-		
Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Personnel				795	
Director's Office	1	140	140		All Director's Offices shall include a table and chairs for meetings of four persons
Admin Asst/Secretary	2	75	150		
Receptionist	1	100	100		
Waiting	6	25	150		
Active File Storage	1	75	75		10 file cabinets
Dead File Storage	1	150	150		15-20 file cabinets
Office Supplies Closet	1	20	20		
Coat Closet	1	10	10		
Office Equipment /Copier			-		See Building Service Program
Conference Room			-		See Building Service Program
Toilets			-		See Building Service Program
Kitchenette			-		See Building Service Program
Lunch Room			-		See Building Service Program

NOTES

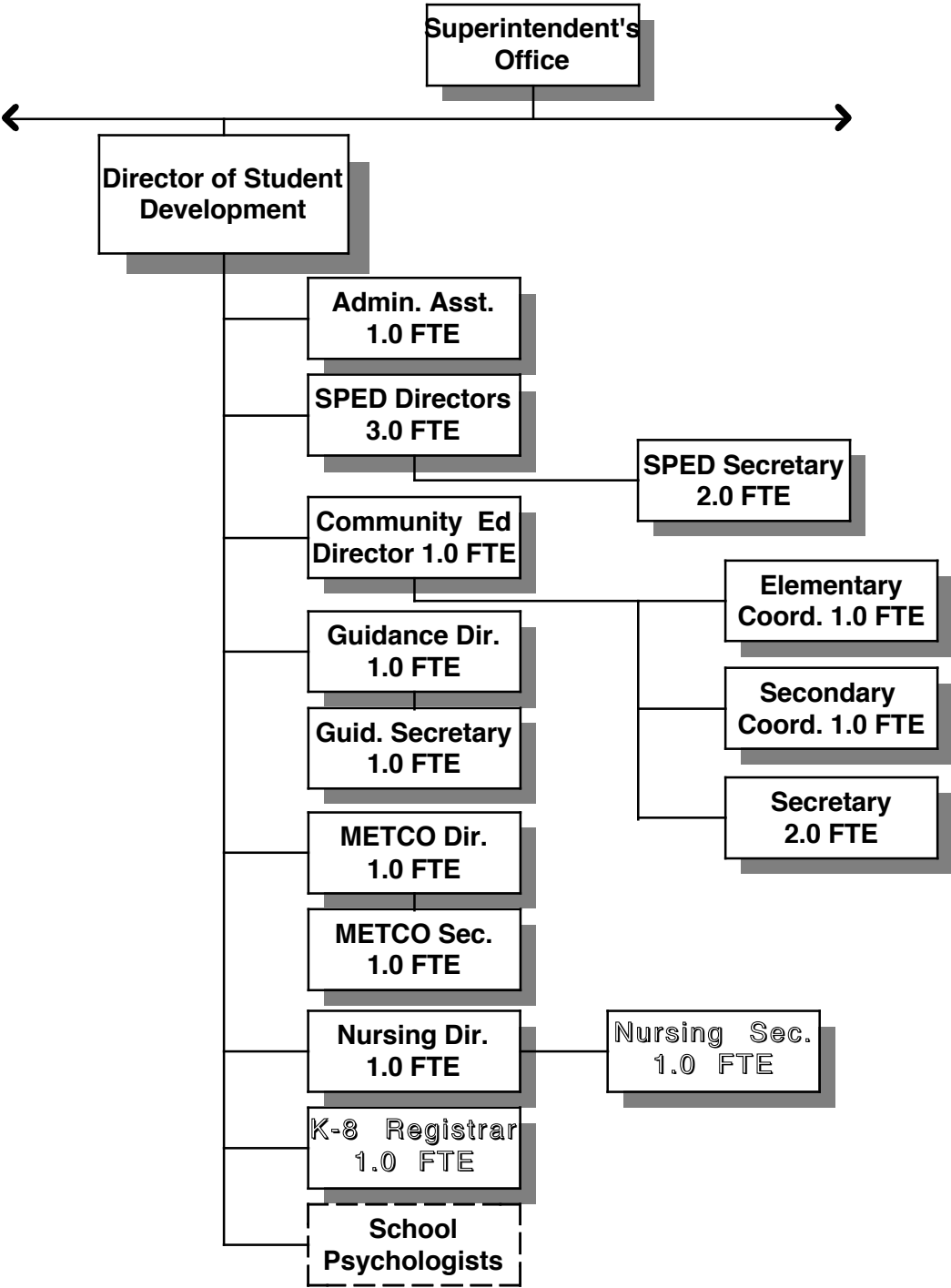
1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 09/29/05 (Refer to Meeting Report #03).

School Administration - Student Development

OVERVIEW

Functions:	Special Education Community Education Programs Guidance METCO Program Nursing K-8 Registrar
Adjacencies:	Shared conference areas should be nearby.
Preferred Location	Central location.
Public Access	Good Accessibility to public. Public counter required for Community Education and Registrar.
Storage	Currently has the equivalent of 35 four drawer files in Emery Grover, and 15 four drawer files in High Rock.
Parking	19 staff (see organizational chart) plus visitors (public and school department)
Service Access	N/A

DEPARTMENT ORGANIZATION



LEGEND			
(2)	Number of staff at position when more than 1	1(FTE)	Outlined text indicates projected future growth
FTE	Full Time Equivalent Staff if not full time	---	Dashed box for staff not requiring dedicated space in this department

PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Student Development				2,695	
Director, Student Development	1	140	140		All Director's Offices shall include a table and chairs for meetings of four persons
Admin Asst. Office	1	100	100		
Sped Directory	3	140	420		
Sped Secretaries	2	75	150		
Community Ed Director	1	140	140		
Elementary Coordination Office	1	100	100		
Secondary Coordination Office	1	100	100		
Community Ed Secretary	2	75	150		
Guidance Director	1	140	140		
Guidance Secretary	1	75	75		
METCO Director	1	140	140		
METCO Secretary	1	75	75		
Nursing Director	1	140	140		
Nursing Secretary	1	75	75		
K 8 Registrar	1	140	140		
Registrar Public Counter	1	125	125		Includes counter, workspace and queue
Registration Waiting	8	10	80		
File Storage	1	375	375		50 file cabinet (live vs. dead to be determined)
Office Supplies Closet	1	20	20		
Coat Closet	1	10	10		
Office Equipment /Copier			-		See Building Service Program
Conference Room			-		See Building Service Program
Toilets			-		See Building Service Program
Kitchenette			-		See Building Service Program
Lunch Room			-		See Building Service Program
			-		
			-		

NOTES

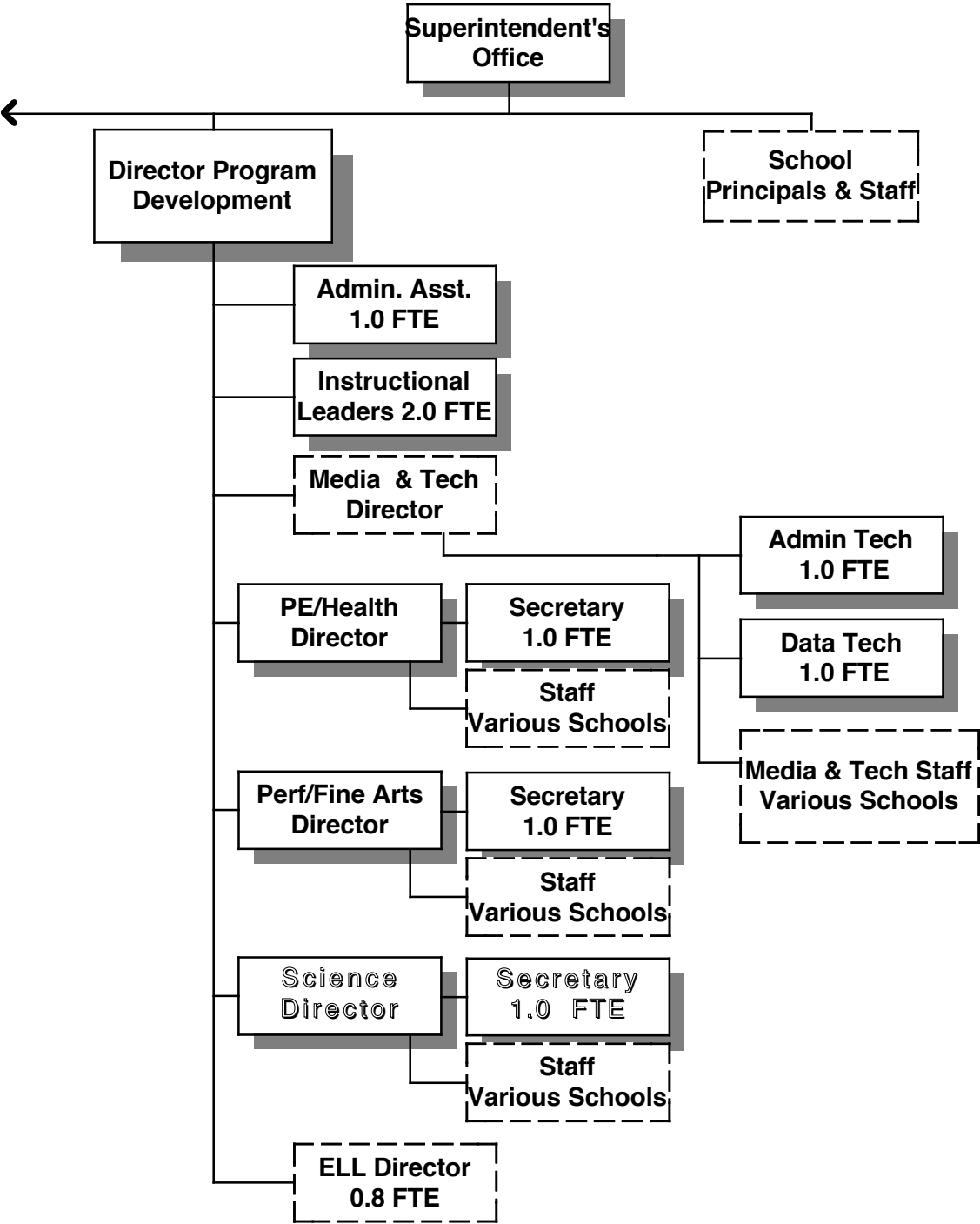
1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 09/29/05 (Refer to Meeting Report #03).

School Administration - Program Development

OVERVIEW

Functions:	Curriculum Development & Support Media & Technology Support Department Heads: PE/Health, Arts, Science, ELL
Adjacencies:	Shared conference room(s) should be nearby.
Preferred Location	Central location.
Public Access	Little public access. Access needed by outside staff.
Storage	Currently has the equivalent of 18-20 four drawer files. Each office needs 2 four drawer files.
Parking	11 staff (see organizational chart) plus visiting staff.
Service Access	N/A

DEPARTMENT ORGANIZATION



LEGEND

(2)	Number of staff at position when more than 1	1(FTE)	Outlined text indicates projected future growth
FTE	Full Time Equivalent Staff if not full time	---	Dashed box for staff not requiring dedicated space in this department

PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Program Development Director's Office				1,940	
Program Development	1	140	140		All Director's Offices shall include a table and chairs for meetings of four persons
Admin Asst. Office	1	100	100		
Instructional Leader's Office	2	100	200		
Admin/Data Tech	1	250	250		Room for two tech support personnel, staging of equipment entry/heavy building storage
Phys Ed/ Health Director's Office	1	140	140		
PE/Health Secretary	1	75	75		
Fine/Performing Arts Director's Office	1	140	140		
Arts Secretary	1	75	75		
Science Center Director	1	140	140		
Curriculum Library	1	500	500		Book cases along walls with work tables in center of room
File Storage	1	150	150		10-20 File Cabinets
Office Supplies Closet	1	20	20		
Coat Closet	1	10	10		
Office Equipment /Copier			-		See Building Service Program
Conference Room			-		See Building Service Program
Toilets			-		See Building Service Program
Kitchenette			-		See Building Service Program
Lunch Room			-		See Building Service Program
			-		

NOTES

1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 09/29/05 (Refer to Meeting Report #03).

School Administration - Shared Facilities

OVERVIEW

Functions:	Staff & public toilets. Shared conference rooms. Shared office machine/copy centers. Staff break room. Maintenance office. Building storage.
Adjacencies:	Shared conference spaces dispersed among departments. Shared copy centers one per floor, 3 total, minimum. Staff toilets centrally located on each floor. Public toilets located adjacent to public lobbies on each floor. Maintenance office near mechanical equipment room. Building storage near delivery entrance (or elevator).
Preferred Location	
Public Access	Controlled public access to staff spaces.
Storage	For bulk paper before distribution to office supply closets, dead storage of educational material (used with central offices), maintenance storage.
Parking	N/A
Service Access	Potentially for deliveries, maintenance.

DEPARTMENT ORGANIZATION

N/A

PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Building Services				3,290	
Office Equipment/Copier	3	120	360		Large copier, counter, worktable
Conference Room	4	250	1,000		Meetings for 12-16 people, should assume two per floor (assumes two story building)
Staff Toilets, Male	2	175	350		One per floor (assumes two story building)
Staff Toilets, Female	2	175	350		One per floor (assumes two story building)
Public Toilets, Male	2	65	130		Privacy toilet one per floor (assumes two story building)
Public Toilets, Female	2	65	130		Privacy toilet one per floor (assumes two story building)
Break Room	1	400	400		Kitchenette and vending machines, tables for 8-10, soft seating
Janitorial Closet	2	75	150		One per floor (assumes two story building)
Maintenance Office	1	20	20		
Building Storage	1	400	400		
			-		
			-		
			-		
			-		
			-		

NOTES

1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 09/29/05 (Refer to Meeting Report #03).

OVERVIEW

Functions:	Emergency Preparedness Emergency Management Shelter Management
Adjacencies:	Primary functional relationship is with Fire and Police during an emergency. Operational relationships with health, executive government, water/sewer, public works and school departments.
Preferred Location:	Public Safety Building, which is centrally located.
Public Access	Controlled public access.
Storage	Storage for portable radios and some supplies/maps.
Parking	During an emergency, parking for 12 to 24 or more persons staffing the EOC would be needed.
Service Access	N/A

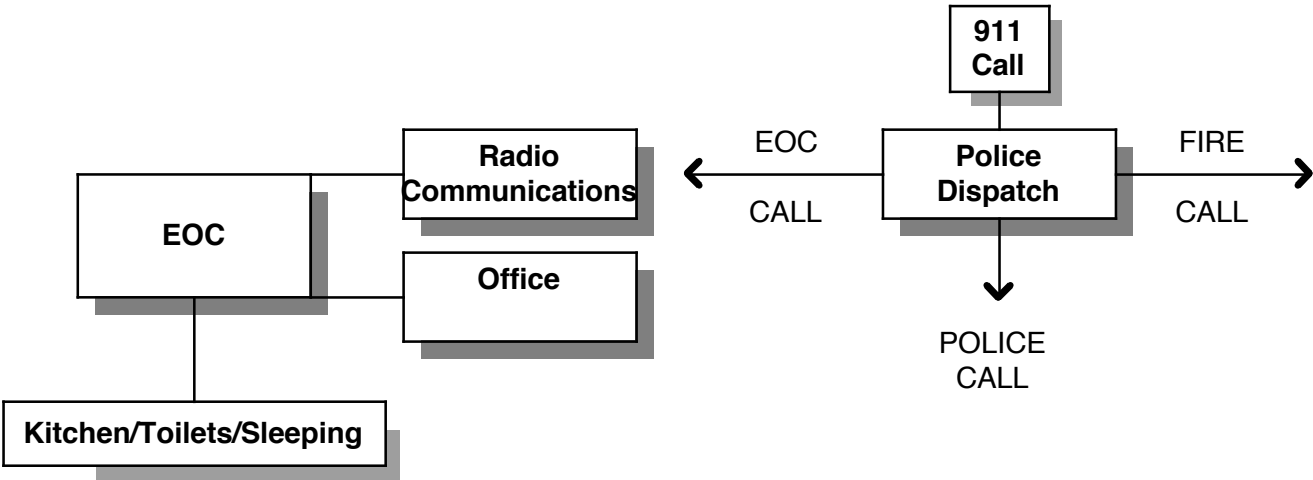
PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
EOC					2,400
Emergency Operations Center (EOC)	1	1,000	1,000		In an emergency, space for 24 or more people: 8 department heads (or reps) 8 support staff 1 recorder 1 runner 1-2 technical support
Communications	1	250	250		2-4 people manning radios, ham radio, phones
Office	1	250	250		Quiet office space for 8-12 persons
Radio Storage	1	75	75		
Supplies Storage Closet	1	75	75		
Toilet /Shower male	1	125	125		If not provided by adjacent building area
Toilet /Shower female	1	125	125		If not provided by adjacent building area
Sleeping	1	250	250		If not provided by adjacent building area
Kitchenette	1	250	250		If not provided by adjacent building area

NOTES

1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 09/29/05 (Refer to Meeting Report #04).

DEPARTMENT ORGANIZATION



LEGEND			
(2)	Number of staff at position when more than 1	1(FTE)	Outlined text indicates projected future growth
FTE	Full Time Equivalent Staff if not full time	---	Dashed box for staff not requiring dedicated space in this department

Department of Public Works (DPW) - Administrative Division

OVERVIEW

Functions: Operations Divisions: Water and Sewer, Highway, Park and Forestry, Recycling and Transfer Station. Support Divisions: Administration, Engineering and Garage.

Adjacencies: The MB/MD performs a similar function for town owned buildings to that which DPW performs for town sites and infrastructure, and it would be mutually beneficial to have the MB/MD located in the DPW building.

Preferred Location: A geographically central location is not a priority. However, good access for DPW vehicles entering and leaving the site is very important. The water and Sewer customer service function may move to be part of the new St. Marys Street pumping station.

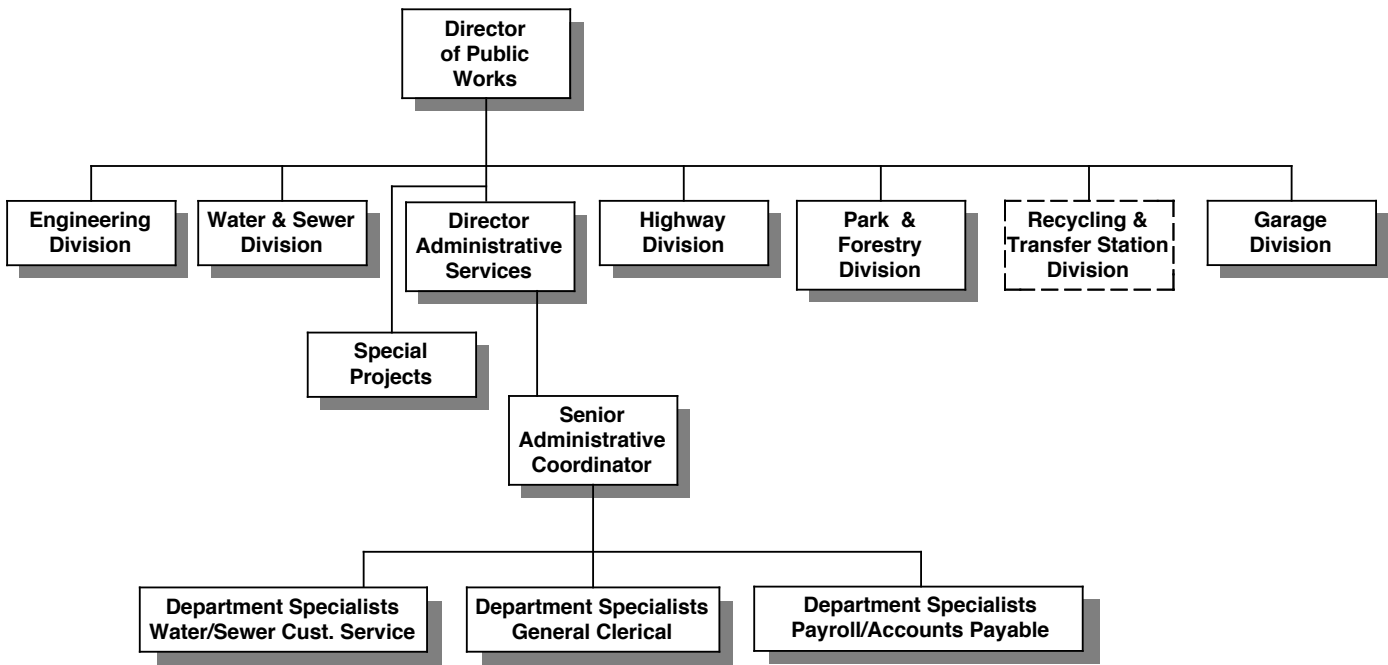
Public Access Good accessibility to public for Engineering and Administration functions. Public counter / window needed, with security of Administration staff to be considered.

Storage Designated areas for live and dead file storage needed.

Parking 6 staff and 1 town owned sedan, plus parking for visitors.

Service Access See Division programs.

DEPARTMENT ORGANIZATION



LEGEND			
(2)	Number of staff at position when more than 1	1(FTE)	Outlined text indicates projected future growth
FTE	Full Time Equivalent Staff if not full time	---	Dashed box for staff not requiring dedicated space in this department

PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Department: DPW - Administrative Division					1,430
Director's Office	1	200	200		Room for table & chairs for meetings of up to 6 persons
Director Admin Services Office	1	140	140		Room for table & chairs for meetings up to 4 persons
Entry Lobby	1	120	120		
Sr. Admin Coordinator	1	100	100		Part of open office with cubicles including four workstations, adjacent to public counter.
Water/Sewer Custodial Service	1	100	100		Part of open office with cubicles including four workstations, adjacent to public counter.
Department Assistant	1	100	100		Part of open office with cubicles including four workstations, adjacent to public counter.
Payroll Accounts Payable	1	100	100		Part of open office with cubicles including four workstations, adjacent to public counter.
Public Counter	1	120	120		Includes counter, workspace and que
Special Projects Office	1	120	120		
Conference/Plan Review Room	1	120	120		
File Storage	1	120	120		Active & Dead records storage
Office Equipment	1	60	60		
Office Supply Closet	1	20	20		
Coat Closet	1	10	10		
Building Services					-
Toilets			-		To be included under general building services program
Lunch Room			-		To be included under general building services program
Locker Rooms					Lockers needed for 6 staff; see general building services program

NOTES

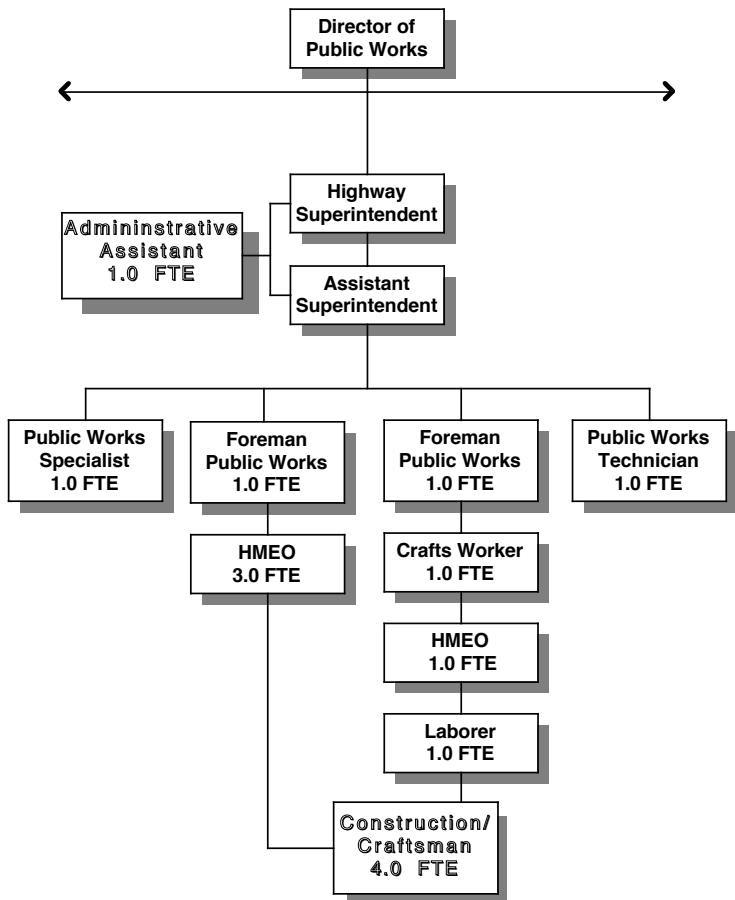
1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 09/29/05 (Refer to Meeting Report #04).

Department of Public Works (DPW) - Highway Division

OVERVIEW

Functions:	Maintains and repairs town roads. Snow and ice removal.
Adjacencies:	The highway division should remain part of the DPW facility.
Preferred Location:	Good vehicular access very important; slow moving vehicles dispatched from site at morning peak traffic periods.
Public Access	Public access not required. Easy access needed for contract snow removal operators checking in.
Storage	Salt trucks must be stored indoors, with adequate maneuvering room to avoid damage to spreaders. Indoor and outdoor storage of vehicles (3 pickups. 3 small dump trucks, 8 large dump trucks and 1 loader) and equipment.
Parking	1 town owned sedan and 18 staff (13 existing and 5 future).
Service Access	Delivery of supplies.

DEPARTMENT ORGANIZATION



LEGEND			
(2)	Number of staff at position when more than 1	1(FTE)	Outlined text indicates projected future growth
FTE	Full Time Equivalent Staff if not full time	---	Dashed box for staff not requiring dedicated space in this department

PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
DPW - Highway Division				1,055	
Superintendent's Office	1	140	140		Room for table & chairs for meetings up to 6 persons
Asst. Superintendent's Office	1	120	120		
Admin. Asst./Dispatcher	1	100	100		
Foreman Work Area	2	75	150		need clean desk space for paperwork, computer
Technician Work Area	1	75	75		need clean desk space for paperwork, computer
Sign Shop	1	400	400		Need bench space for repairs, etc. adjacent to vehicle maint. shop
Office Supply Closet	1	20	20		
Coat Closet	1	10	10		
Active File Storage	1	40	40		Per DPW memo (12/05/05)
Building Services				-	
Toilets			-		To be included under general building services
Lunch Room			-		To be included under general building services
Break Room					To be included under general building services
Locker Rooms					Lockers needed for 19 staff; see general building services
Conference					To be included under general building services

NOTES

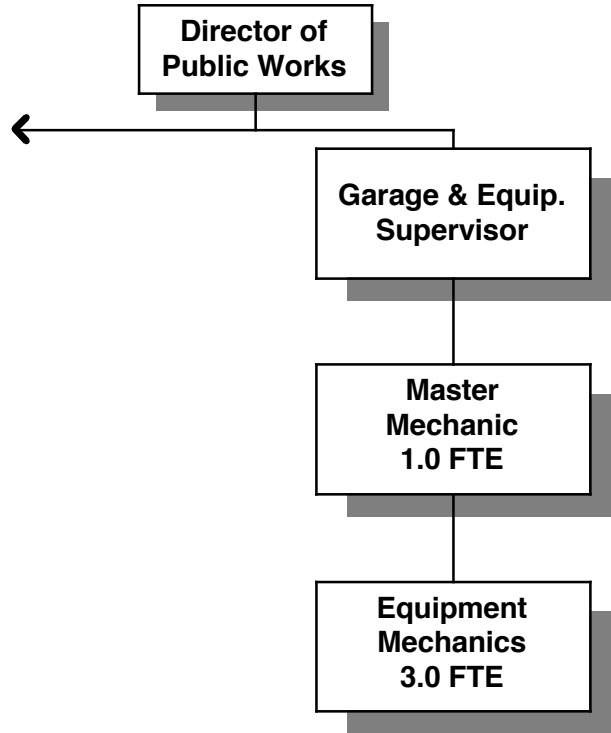
1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 09/29/05 (Refer to Meeting Report #04).

Department of Public Works (DPW) - Garage Division

OVERVIEW

Functions:	Services DPW vehicles and equipment. Services all town owned sedans. Gas and diesel refueling on site 24/7 for all town vehicles, including fire department. Manages equipment replacement program.
Adjacencies:	The garage division must remain a part of the DPW facility. Division shops should be adjacent to garage, but secured.
Preferred Location:	Good vehicular access very important.
Public Access	Not required.
Storage	Vehicle parts, tires, fluids. Indoor storage of DPW fleet recommended to extend useful life of vehicles. See DPW equipment inventory lists, attached.
Parking	5 staff. See equipment inventory for yard storage.
Service Access	Multiple overhead doors for drive through service access and vehicle storage.

DEPARTMENT ORGANIZATION



LEGEND			
(2)	Number of staff at position when more than 1	1(FTE)	Outlined text indicates projected future growth
FTE	Full Time Equivalent Staff if not full time	---	Dashed box for staff not requiring dedicated space in this department

PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
------------------------	-------	------------	-----	-----------------	----------

Department:					
DPW - Garage Division				31,715	
Supervisor's Office	1	120	120		Room for table & chairs for meetings up to 4 persons
Master Mechanic's Office	1	100	100		need clean desk space for paperwork, computer
Service Manual Library	1	150	150		Shelves on walls, table, computer
Vehicle Maintenance Bays	4	2,000	8,000		25' wide X 80' long drive through bays with lifts and storage on sides of bays.
Parts and Storage	1	500	500		Secure storage for items that cannot be left in maintenance bays.
Radio Storage	1	100	100		Clean secure stroage for electronics
Welding Shop	1	500	500		Separate from combustables.
Body & Paint Shop	1	1,000	1,000		25' wide X 40' bay with environmental controls for paint work.
Vehicle Storage	1	20,000	20,000		Multiple overhead doors. Drive-thru preferred. Number of vehicles and required area to be verified by DPW
Wash Bay	1	1,200	1,200		20' X 60" drive-thru bay
Active Files Storage	1	25	25		Per DPW memo (12/05/05)
Dead Files Storage	1	20	20		Per DPW memo (12/05/05)

Building Services					
Toilets			-		To be included under general building services
Lunch Room			-		To be included under general building services
Locker Rooms					Lockers neede for 5 staff; see general building services

NOTES

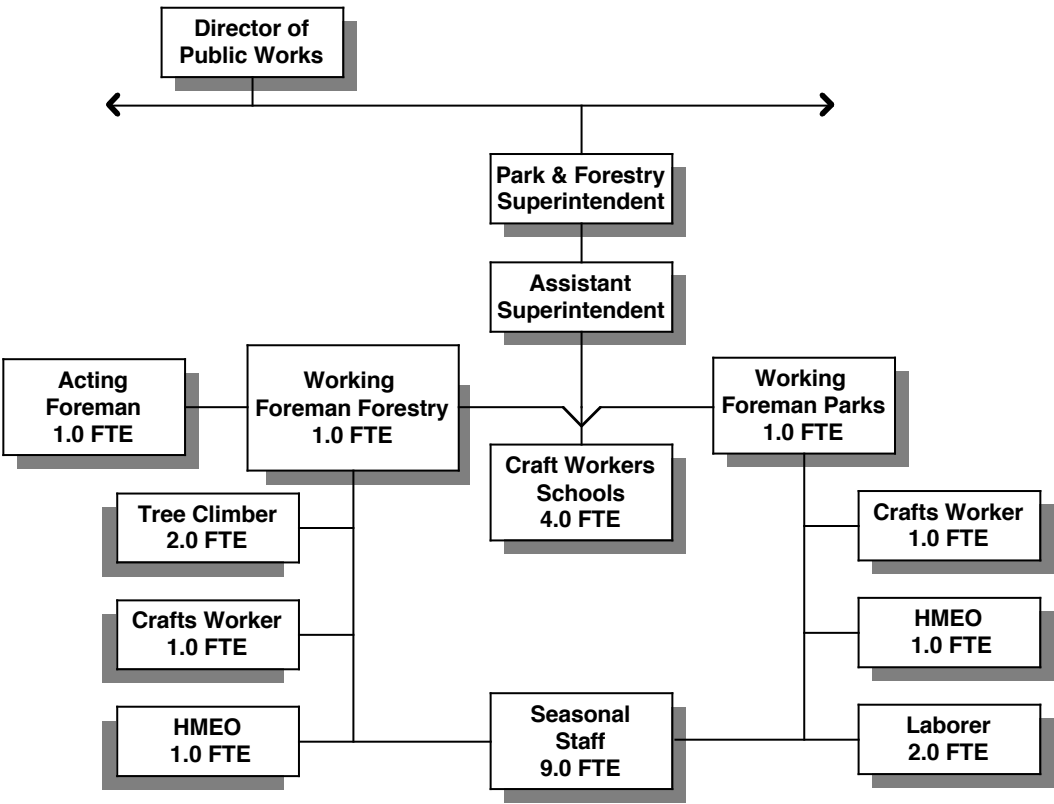
1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 09/29/05 (Refer to Meeting Report #04).

Department of Public Works (DPW) - Parks & Forestry Division

OVERVIEW

Functions:	Maintains town lands, including parks, athletic fields and school properties.
Adjacencies:	Decentralized storage of some equipment and materials adjacent to parks and playfields being maintained is desirable. The Park & Forestry division should remain part of the DPW facility.
Preferred Location:	Good vehicular accessibility very important; slow moving vehicles are dispatched from site at morning peak traffic periods.
Public Access	Not required.
Storage	Pesticides, fertilizers, lime stored at DPW and at five remote park and field sites. Some delivered on pallets, needing a fork lift and sufficient clear door opening to store. Indoor and/or covered storage of vehicles & equipment needed: (six half-ton dump trucks, one van, two pickups, one bucket truck, one backhoe) plus three tractors and multiple mowers and chippers. Outdoor storage (in chain link fence area) of town trash barrels.
Parking	One town owned station wagon and 19 year round staff plus 9 summer staff.
Service Access	Loading dock for palletized fertilizers, etc.

DEPARTMENT ORGANIZATION



LEGEND

(2)	Number of staff at position when more than 1	1 (FTE)	Outlined text indicates projected future growth
FTE	Full Time Equivalent Staff if not full time	Dashed box	Dashed box for staff not requiring dedicated space in this department

PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Department:					
DPW - Parks & Forestry Division					
				775	
Superintendent's Office	1	160	160		Table & chairs for meetings of up to 6 persons
Assistant Superintendent	1	120	120		Include with foreman's work area
Foreman Work Area	3	75	225		Need desk space for paperwork, computer
Shop	1	250	250		Need bench area for repairs, etc. to vehicle maintenance
Active Files Storage	1	20	20		Per DPW Memo (12/05/05)
			-		
			-		
			-		
			-		
			-		
Building Services					
				-	
Toilets			-		To be included under general building services
Lunch Room			-		To be included under general building services
Break Room					To be included under general building services
Locker Rooms					Lockers needed for 28 staff; see general building services
Conference					To be included under general building services

NOTES

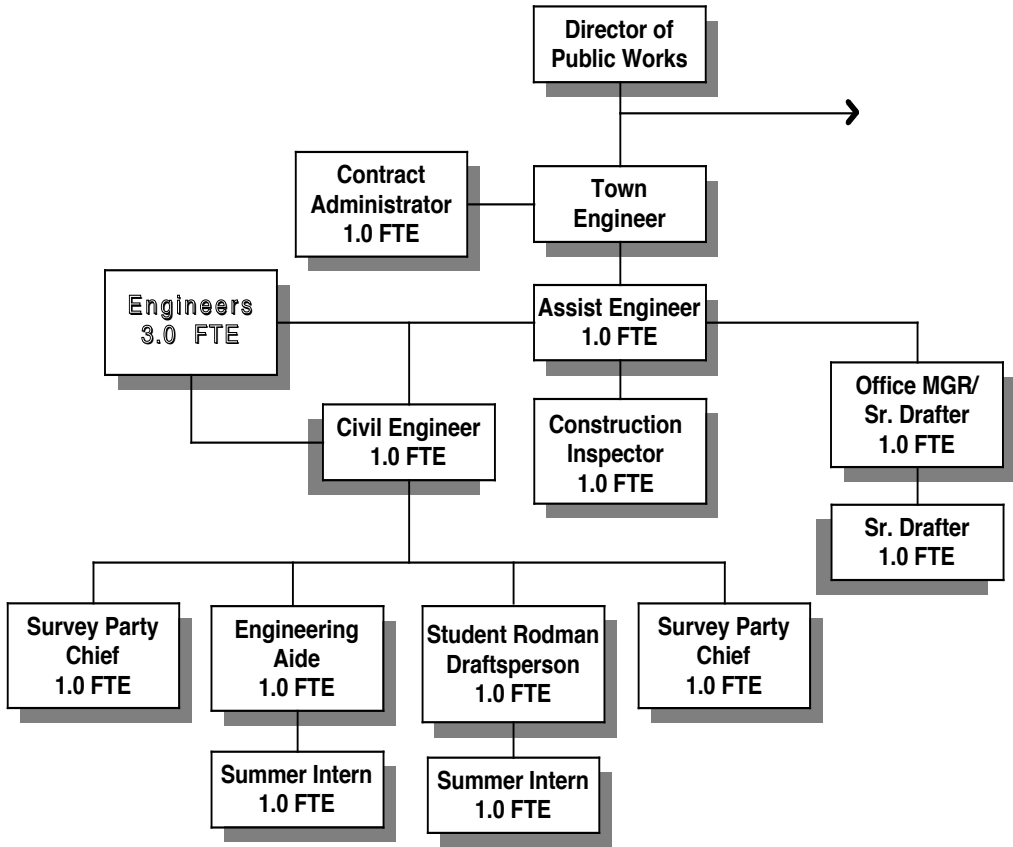
1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 09/29/05 (Refer to Meeting Report #04).

Department of Public Works (DPW) - Engineering Division

OVERVIEW

Functions:	Supports DPW and other town departments. Source of all town maps, drawings, plot plans, etc. available to public.
Adjacencies:	Relationships with community development functions (Planning, Building Department, Conservation Commission) as well as relationships with other DPW divisions.
Preferred Locations	Central location
Public Access	Good accessibility to public.
Storage	Vault for plans (needs to be accessible). Technical library. Files, active and dead. Library archive and plan storage. Vehicle storage to include inside storage of survey van, outdoor (fenced) storage of mobile sign and mobile radar trailers.
Parking	1 town owned sedan, 1 town owned station wagon, 16 staff (11 current and 2 summer plus 3 future), plus public visitors.
Service Access	Not required

DEPARTMENT ORGANIZATION



LEGEND			
(2)	Number of staff at position when more than 1	1(FTE)	Outlined text indicates projected future growth
FTE	Full Time Equivalent Staff if not full time	- - -	Dashed box for staff not requiring dedicated space in this department

PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
DPW - Engineering				3,725	
Town Engineer	1	200	200		Includes plan table, table & chairs for meetings of up to 6 persons
Assistant Engineer	1	120	120		
Engineers' File Storage Closet	1	35	35		Per DPW memo (12/05/05)
Construction Inspector	1	75	75		
Senior Drafters	2	100	200		Computer and plan layoff
Civil Engineer Office	1	120	120		Includes plan table
Survey Party Chiefs	2	80	160		
Engineering Aide	1	100	100		
Rodman/drafter	1	100	100		
Summer Interns	2	75	150		
Engineers	3	100	300		Per DPW memo (12/05/05)
GIS/Autocad Computers	3	75	225		Computer stations and plan layoff tables
Technical Library	1	120	120		Shelves on walls, work table
Public Counter	1	120	120		Includes counter, workspace & que
Office Machines	1	75	75		Small & large document printers
Coat Closet	1	10	10		
Office Supply Closet	1	20	20		
Plan File Vault	1	150	150		
File Storage	1	120	120		Live & dead files
Survey Equipment Closet	1	75	75		
Engineering Shed/ Yard File Storage	1	1,250	1,250		Per DPW memo (12/05/05)
Building Services				-	
Toilets			-		To be included under general building services
Lunch Room			-		To be included under general building services
Conference			-		To be included under general building services

NOTES

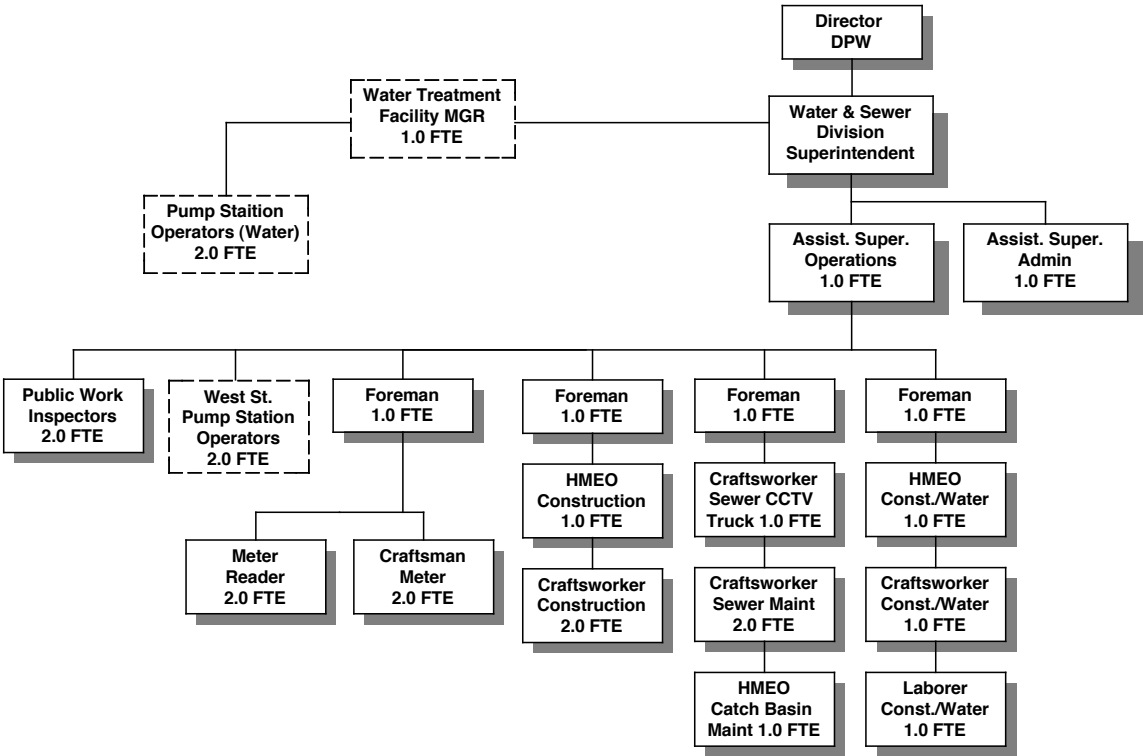
1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 09/29/05 (Refer to Meeting Report #04).

Department of Public Works (DPW) - Water & Sewer Division

OVERVIEW

Functions:	Operate, maintain and construct town's water and sewer systems.
Adjacencies:	Some staff work out of remote sites (Chase Road water treatment facility, West Street sewer pumping station). New St. Mary's Street pumping station currently under design. Moving the meter division and possibly the water and sewer customer services specialist (currently in DPW Administrative Division) to the new St. Mary's site is under consideration. Other than the remote pumping and treatment plant sites, the Water and Sewer division should remain part of the DPW facilities.
Preferred Locations	Good vehicular access very important; slow moving vehicles dispatched from site at morning peak traffic period.
Public Access	Not required.
Storage	Sewer solvents, acids, disinfectants stored in drums (5 to 55 gallons). Sewer pumps, etc. to be stored separately and remotely from water supply pumps, etc. Indoor and outdoor storage of vehicles (11 pickups and utility trucks, 2 small dump trucks, 1 large dump truck, 1 loader, 2 backhoes) and equipment and supplies needed. The CCTV truck and water flush truck, at minimum, require inside storage.
Parking	2 town owned sedans and 22 on-site staff.
Service Access	Deliveries of supplies, pipe, and equipment.

DEPARTMENT ORGANIZATION



LEGEND	
(2)	Number of staff at position when more than 1
1(FTE)	Outlined text indicates projected future growth
FTE	Full Time Equivalent Staff if not full time
	Dashed box for staff not requiring dedicated space in this department

PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Department:		DPW - Water & Sewer Division			
		1,180			
Superintendent's Office	1	160	160		Table & chairs for meetings of up to 6 persons
Assistant Superintendent/Admin	1	120	120		
Assistant Superintendent /Operations	1	120	120		
Foreman Work Area	4	75	300		Need Desk space for paperwork, computer
Shop	1	400	400		need some bench area for repairs, etc. adjacent to vehicle maintenance
Coat Closet	1	10	10		
Office Supplies Closet	1	20	20		
Active File Storage	1	50	50		Per DPW memo (12/05/05)
		-			
		Building Services			
Toilets			-		To be included under general building services
Lunch Room			-		To be included under general building services
Break Room					To be included under general building services
Locker Rooms					Lockers needed for 24 staff; see general building services
Conference					

NOTES

1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 09/29/05 (Refer to Meeting Report #04).

Department of Public Works (DPW) - Recycling & Transfer Station (RTS)

PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Department:					
Recycling & Transfer Station (RTS)				880	
Superintendent's Office	1	160	160		Table & Chairs for meetings of up to 6 persons.
Public Works Specialist	1	120	120		
Forman's Office	1	100	100		
Break Room	1	150	150		
Staff Toilets & Locker	1	175	175		
Public Toilet	1	75	75		
Customer Service	1	100	100		Counter with workspace & que.
Storage			-		
Tipping Floor			-		

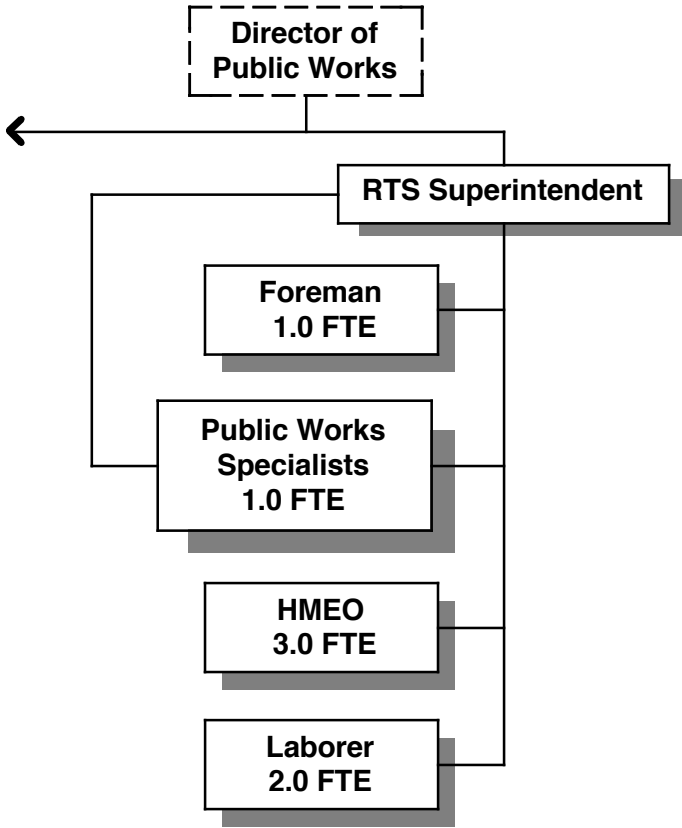
NOTES

1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 09/29/05 (Refer to Meeting Report #04).

OVERVIEW

Functions	Services 75% of Needham households and 25% of subscription haulers. Manufactures compost, top soil and recycled fill for town use and resale.
Adjacencies	Composting operation and recycling and transfer operation on same site.
Prefered Loctions	Existing Central Avenue location already no permits in place.
Public Access	Good access to resident and, MSW (Muncipal Solid Waste) drop off areas.
Storage	Indoor storage of grinder and screener. Indoor storage of recycleable appliances awaiting processing. Indoor storage of RTS equipment, scale, re-usables. Outdoor storage of compost, soil. Outdoor storage of snow in winter. Storage of RTS vehicles (1 pickup, 1 large dump truck, 3 loaders).
Parking	8 staff.
Service Access	Truck access for waste haulers.

DEPARTMENT ORGANIZATION



LEGEND

(2)	Number of staff at position when more than 1	1(FTE)	Outlined text indicates projected future growth
FTE	Full Time Equivalent Staff if not full time	----	Dashed box for staff not requiring dedicated space in this department

Department of Public Works (DPW) - Shared Facilities

OVERVIEW

Functions:	Public and staff toilets. Staff locker rooms. Staff breakroom for overnight duty. Staff lunchroom. Shared conference rooms. Meeting rooms (doubles as a N-Star/DPW “workroom”)
Adjacencies:	Public toilets located at lobby / public counter area. Staff toilets located in both office and shop areas. Locker room adjacent to garege / shop area. Shared conference rooms dispearsed among division offices. Meeting room adjacent to lobby.
Prefered Loctions	N/A
Public Access	Controlled public access into division offices.
Storage	For bulk office, and building supplies before distribution to supply closets.
Parking	N/A
Service Access	N/A

DEPARTMENT ORGANIZATION

N/A

PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Department:					
DPW - Building Services				3,750	
Public Toilets	2	75	150		
Meeting Room	1	400	400		Meetings for up to 20 persons N-Star Communication Center during emergencies
Meting Room Storage	1	50	50		N-Star Communications gear, etc
Shared Conference Rooms	3	200	600		Distributed among division offices
Employee Lunch	1	240	240		Seating for 16, vending machines
W/Kitchenette	1	60	60		Full size range, refrigerator, microwave
Employee Break Room	1	150	150		Comfortable seating for "overnight" duty
Staff Lockers - Male	50	10	500		
Staff Lockers - Female	10	10	100		
Staff Toilets - Male	2	175	350		One adj. garage/shops, one adj. office
Staff Toilets - Female	2	175	350		One adj. garage/shops, one adj. office
General Office Supplies	1	100	100		
Dead Storage	1	600	600		
Custodial Storage	1	100	100		
			-		

NOTES

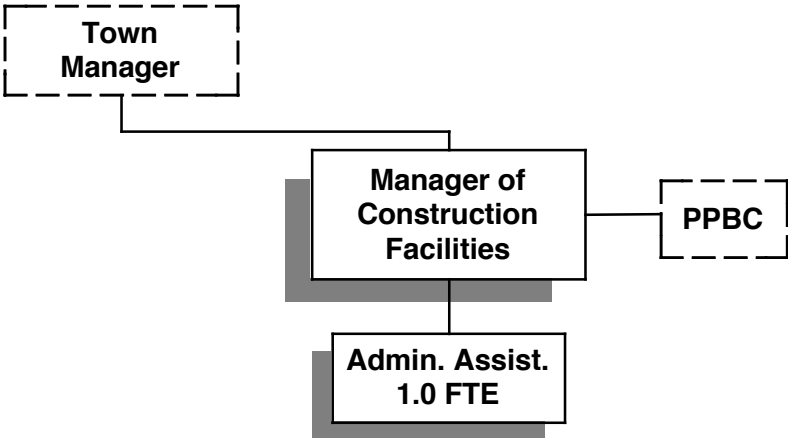
1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 09/29/05 (Refer to Meeting Report #04).
2. Shared Facilities program is for all DPW departments except the Recylcing and Transfer Station because the RTS is a separate facility.

Department of Public Facilities (DPF) - Permanent Public Building Committee (PPBC)

OVERVIEW

Functions	Serves as building committe for all town feasibility study, design and construc- tion projects.
Adjacencies	Relates to DPW and MBMD
Prefered Loctions	Central location.
Public Access	Limited public access required.
Storage	Project and plan file storage.
Parking	Two staff.
Service Access	N/A

DEPARTMENT ORGANIZATION



PROGRAM

PPBC				260	
Manager's Office	1	140	140		Includes table and chairs for meeting up to 6 persons
Administrative Assistant	1	120	120		Includes file and plan file storage
PPBC Meeting Room					Shared with other town facilities.

NOTES

1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 09/29/05 (Refer to Meeting Report #04).

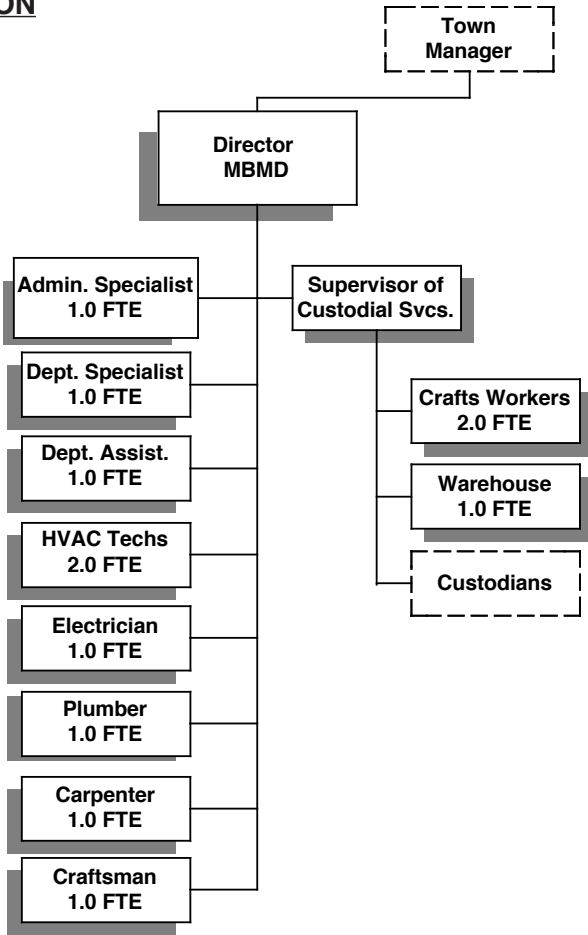
LEGEND			
(2)	Number of staff at position when more than 1	1(FTE)	Outlined text indicates projected future growth
FTE	Full Time Equivalent Staff if not full time	[---]	Dashed box for staff not requiring dedicated space in this department

Department of Public Facilities (DPF) - Municipal Building Maintenance Department (MBMD)

OVERVIEW

Functions	Building maintenance and cleaning of all town buildings. Minor exterior grounds responsibilities (generally from “building to apron”) of all town build-ings. Performs all moving labor for the school department.
Adjacencies	MBMD performs similar functions for town facilities (building related) that DPW performs for town sites. Maintains building projects after completion by PPBC.
Preferred Locations	Central location.
Public Access	Limited public access needed to both administrative and maintenance func-tions.
Storage	Storage for building O&M manuals, drawings. Storage for custodial supplies. Storage for maintenance tools and materials.
Parking	14 staff, and 8 town owned vehicles (1 small dump truck, 1 pickup truck, 6 vans).
Service Access	Receives custodial and maintenance supplies. Needs drive-in shop bays.

DEPARTMENT ORGANIZATION



LEGEND			
(2)	Number of staff at position when more than 1	1(FTE)	Outlined text indicates projected future growth
FTE	Full Time Equivalent Staff if not full time	---	Dashed box for staff not requiring dedicated space in this department

PROGRAM

PROGRAM WORKSHEET

Date: 07 October 2005

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Department:					
MBMD				6,105	
Director's Office	1	140	140		Includes table and chairs for meetings of up to 6 persons
Supervisor Custodial Services	1	120	120		
Administrative Specialist	1	100	100		
Dept. Specialist	1	75	75		
Dept. Assistant	1	75	75		
Coat Closet	1	10	10		
Office Supply Closet	1	20	20		
Office Machines	1	60	60		
Conference	1	120	120		
Wood Shop	1	1,350	1,350		
HVAC/Elec./Plum. Shop	1	1,200	1,200		
HVAC Office	1	100	100		BAS Computer
Lunch Room	1	200	200		
Locker/Toilet- Men	1	175	175		
Locker/Toilet- Women	1	100	100		
Shop Storage	1	2,000	2,000		
			-		
			-		

NOTES

1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 09/29/05 (Refer to Meeting Report #04).

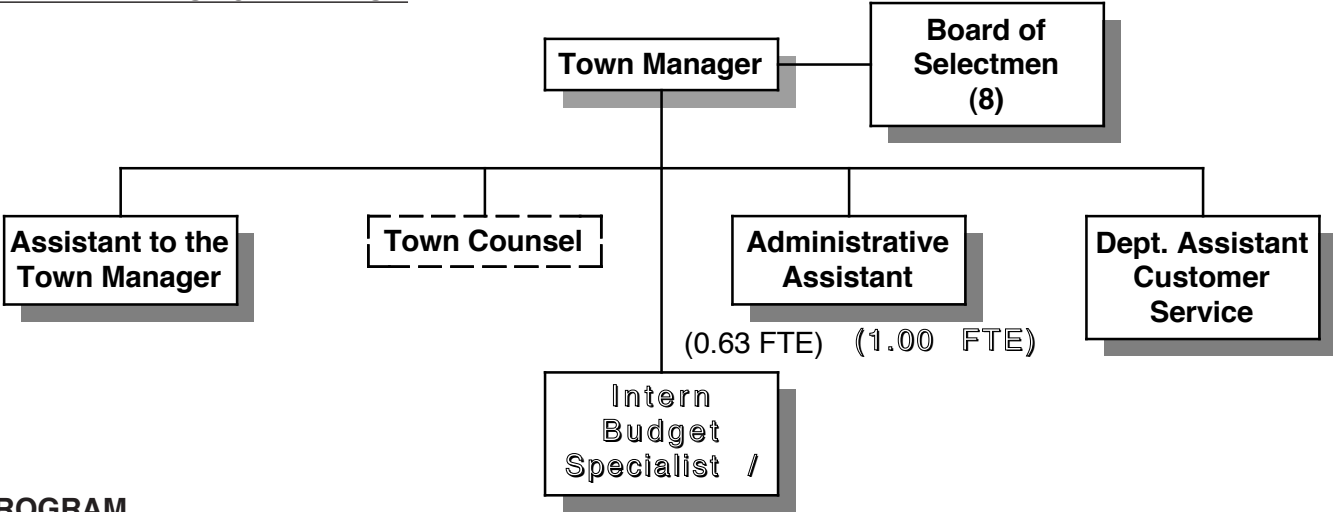
Administration - Town Manager / Selectmen

OVERVIEW

Functions:	<p>Town Manager</p> <p>Administration of day-today operation of the Town, including direct oversight of those departments under the jurisdiction of the Board of Selectmen including the Police Department, Fire Department, DPW, Building Department, Veteran’s Office, council on Aging and Finance Department.</p> <p>Negotiations with, and contract administration for the Town’s six general government collective bargaining groups</p>
	<p>Selectmen</p> <p>Implementing and administering Town Meeting decisions</p> <p>Establishing policies and procedures for coordination of Town operations</p> <p>Representing Town interests in business dealings, legal affairs and intergovernmental cooperation with other municipal, county, state and federal agencies</p> <p>Preparing the Town’s official revenue projections</p> <p>Proposing operating budgets to the Finance Committee and town Meeting for those departments under its jurisdiction</p> <p>Proposing five-year capital improvement plan and funding proposal to Town Meeting</p> <p>Making appointments to Town boards and commissions under its control</p> <p>Running Town Meetings</p> <p>Licensing food establishments and transportation companies</p>
Adjacencies:	<p>Relationships with other departments in order of priority: Finance Department, Personnel, Town Clerk</p>
Preferred Location	<p>With administrative and finance departments</p>
Public Access	<p>Controlled public accessibility</p>
Storage	<p>Secured storage of active and dead files</p>
Parking	<p>Town Manager, Selectmen</p>
Service Access	<p>N/A</p>

LEGEND			
(2)	Number of staff at position when more than 1	1(FTE)	Outlined text indicates projected future growth
FTE	Full Time Equivalent Staff if not full time		Dashed box for staff not requiring dedicated space in this department

DEPARTMENT ORGANIZATION



PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Town Manager / Selectmen				1,105	
Selectmen's Meeting Room	1		500		Selectmen's Meeting Room and or Office space for selectmen.
Town Manager	1	140	140		
Assistant to the Town Manager	1	100	100		
Administrative Assistant	1	75	75		
Department Assistant - Customer Service	1	75	-		This position to be consolidated in centralized support - See General Support program
Budget Specialist / Intern	1	75	75		Potential future staff.
Conference Room / Multi-Purpose Rm	1	130	130		Conference room for 6. Work space for visiting consultants (including town counsel) and preparation of weekly Selectmen binder.
Office Supplies	1	10	10		
Coat Closet	1	10	10		
Active Files Storage	1	65	65		(13) - 4-Drawer File Cabinets Staff said they needed 50 file drawers).
Dead Files Storage	-	-			(5) 4-Drawer File Cabinets (Staff said they needed 20 file drawers). See Administration Shared Facilities Program (50 NSF).

Shared Facilities		
See Administration Shared Facilities Program		

TOTAL TOWN MANAGER / Selectmen	1,105
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NOTES

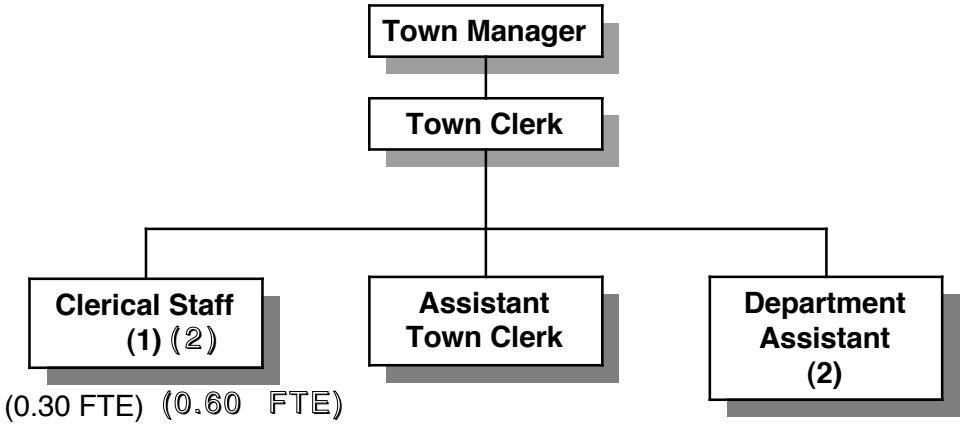
1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 10/12/05 (Refer to Meeting Report #09).

Administration - Town Clerk

OVERVIEW

Functions:	Official record keeper for Town Records management Registration and certification of vital statistics, voter registration, licensing, compilation of Annual Census and Street / Voting Lists, Board of Appeals and Planning Board decisions, elections and Town Meeting votes. Passport Agency
Adjacencies:	Relationships with other departments in order of priority: Town Manager / Selectmen, Planning Department, Board of Appeals, Conservation Commission
Preferred Location	With administrative and finance departments
Public Access	Controlled public accessibility
Storage	Secured storage of acitve and dead files Flat storage of bound historical records. Election equipment Election ballots
Parking	Town Clerk
Service Access	n/a

DEPARTMENT ORGANIZATION



LEGEND			
(2)	Number of staff at position when more than 1	1(FTE)	Outlined text indicates projected future growth
FTE	Full Time Equivalent Staff if not full time	---	Dashed box for staff not requiring dedicated space in this department

PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Town Clerk		965			
Town Clerk	1	140	140		
Assistant Town Clerk	1	75	75		
Deparment Assistants	2	75	150		
Clerical Staff	1	75	75		
Public Counter	1	60	60		
Vault	1	200	200		Town Clerk requested 10 FT x 12 FT. Previous study specified 200 SF.
Office Supplies	1	15	15		
Coat Closet	1	10	10		
Reference Materials	1	60	60		
Active Files Storage	1	180	180		(25) 4-Drawer File Cabinets
Archive Vault			-		Archive Vault to shared with other Adminstrative & Finance Depts. See Administration Shared Facilities Program (400 NSF).
Voting Storage			-		Ballot Boxes - 24 Boxes (16"Wx17"Lx16"H) - 8' Shelving 1'6"Deep = 30 SF. Voting Machines - 11 Boxes (24"Wx24"Lx40"H) - 12' Shelving 24" Deep - 50 SF. See Administration Shared Facilities Program (80 NSF).

Shared Facilities		
See Administration Shared Facilities Program		

TOTAL TOWN CLERK	965
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NOTES

1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 10/12/05 (Refer to Meeting Report #09).

OVERVIEW

Functions:

The Department of Finance consists of the offices of Assitant Town Manager - Finance, Accountant, Collector and Treasurer, Management Information Services and Parking Clerk.

The Department is responsible for:

- Financial Management of Town
- Provides advice to Town Manager
- Assists with preparation of the five-year Capital Improvement Plan
- Provide status reports, cash management, debt management, property tax and utility billing, collection activities, risk management, audit review and internal financial controls
- Administration of retirement benefits
- Oversees contract compliance, town-wide data processing and network operations
- Development and Maintenance of the Town's Geographical Information System (GIS)
- Collection of and hearing of appeals on parking fines
- Administration of state laws pertaining to ad valorem taxation including: Valuation of real estate, personal property and motor vehicle excise tax
- Maintenance and updating of dat on residential, commercial / industrial and personal property
- Processing of financial information in preparation of setting the tax rate

Adjacencies: Relationships with other departments in order of priority: Town Manager / Selectmen, Town Clerk, Personnel

Preferred Location With administrative departments

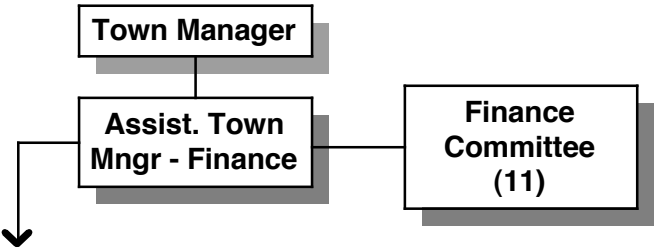
Public Access Controlled public accessibility

Storage Secured storage of acitve and dead files

Parking Department heads, Town vehicle used by Assesor's Office.

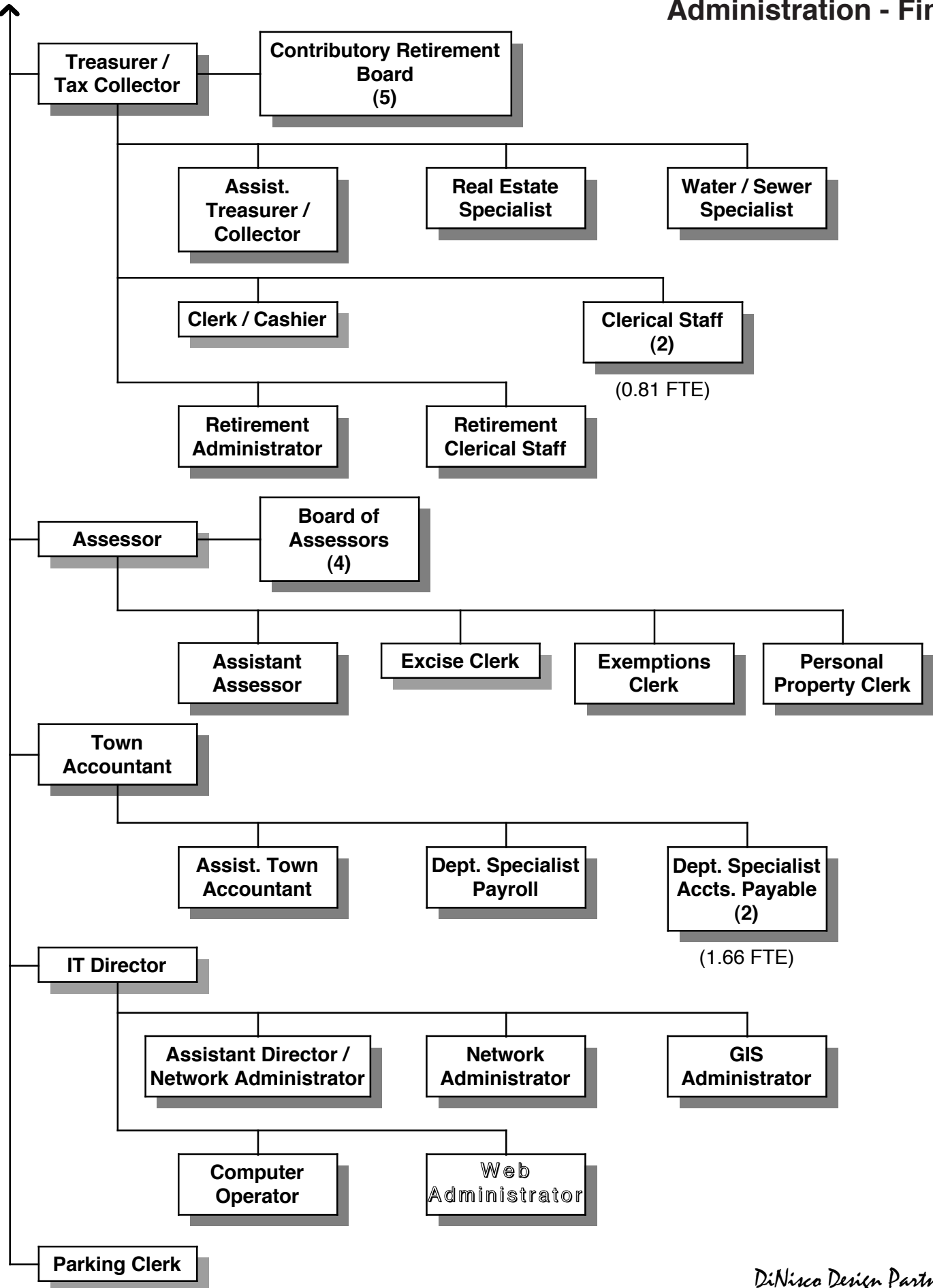
Service Access n/a

DEPARTMENT ORGANIZATION



LEGEND			
(2)	Number of staff at position when more than 1	1 (FTE)	Outlined text indicates projected future growth
FTE	Full Time Equivalent Staff if not full time	Dashed box	Dashed box for staff not requiring dedicated space in this department

Administration - Finance



Administration - Finance

PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Assistant Town Administrator - Finance					140
Assistant Town Admin - Finance	1	140	140		
Treasurer / Tax Collector					1,145
Treasurer / Tax Collector	1	140	140		
Assistant Treasurer / Tax Collector	1	100	100		
Real Estate Specialist	1	75	75		
Water / Sewer Specialist	1	75	75		
Clerk / Cashier	1	75	75		
Clerical Staff	2	75	150		
Public Counter	1	50	50		
Vault	1	70	70		
Coat Closet	1	10	10		
Active Files Storage	1	400	400		(70) 4 drawer file cabinets.
Dead Files Storage			-		Information not supplied by Dept. Assume 400 SF. See Administration Shared Facilities Program (400 NSF).
Retirement					285
Retirement Administrator	1	140	140		
Retirement Clerical Staff	1	75	75		
Active Files Storage	1	50	50		
Dead Files Storage			-		See Administration Shared Facilities Program (50 NSF).
Coat Closet	1	10	10		
Office Supplies	1	10	10		
Assessor					985
Assessor	1	140	140		
Assistant Assessor	1	75	75		
Excise Clerk	1	75	75		
Exemptions Clerk	1	75	75		
Personal Property Clerk	1	75	75		
Public Counter	1	60	60		
Public Research Workstation	1	75	75		
Vault	1	150	150		
Coat Closet	1	10	10		
Active Files Storage	1	250	250		(40) 4-drawer file cabinets & 8 drawer plan file cabinet.
Dead Files Storage			-		This storagesapce is a safe.(20) 5 drawer file cabinets. See Administration Shared Facilities Program (65 NSF).

PROGRAM (continued)

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Town Accountant					595
Town Accountant	1	140	140		
Assistant Town Accountant	1	100	100		
Dept. Specialist - Payroll	1	75	75		
Dept. Specialist - Accts. Payable	2	75	150		
Active Files Storage	1	110	110		(20) 5 drawer file cabinets.
Dead Files Storage			-		(20) 5 drawer file cabinets. See Administration Shared Facilities Program (110 NSF).
Coat Closet	1	10	10		
Office Supplies	1	10	10		
Information Technology					1,050
IT Director	1	140	140		
Assist. Director / Network Admin.	1	75	75		
Network Administrator	1	75	75		
GIS Administrator	1	75	75		
Computer Operator	1	75	75		
Web Administrator	1	75	75		
Computer Room	1	400	400		
Printers	1	60	60		
Large Format Printer	1	30	30		
Active Files Storage	1	25	25		(4) - 4-Drawer File Cabinets - 20 SF. Tape Vault - 5 SF.
Dead Files Storage	1	-	-		None
Coat Closet	1	10	10		
Office Supplies	1	10	10		
Parking					145
Parking Clerk	1	100	100		Office open only 4 hours per week. Conference room could be used in place of dedicated space.
Active Files Storage	1	25	25		(5) - 5-Drware File Cabinets - 25 SF.
Dead Files Storage	1	-	-		None
Coat Closet	1	10	10		
Office Supplies	1	10	10		
Shared Facilities					
See Administration Shared Facilities Program					
TOTAL FINANCE					4,345

NOTES

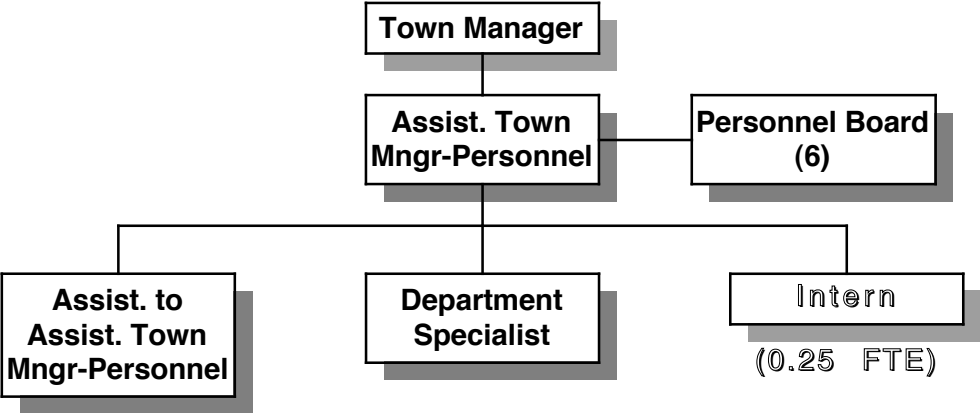
1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 10/12/05 (Refer to Meeting Report #09).

Administration - Personnel

OVERVIEW

Functions:	Human resource and benefit management for Town staff including: Administering the Town's Personnel By-Law Conducting classification and compensation studies Recommending Classification and Compensation Plans to Town Meeting Making recommendations to Town Meeting on funding of collective bargaining agreements
Adjacencies:	Relationships with other departments in order of priority: Finance Department, Town Manager / Selectmen
Preferred Location	With administrative and finance departments
Public Access	Controlled public accessibility
Storage	Secured storage of acitve and dead files
Parking	Assistant Town Manager-Personnel
Service Access	N/A

DEPARTMENT ORGANIZATION



LEGEND			
(2)	Number of staff at position when more than 1	1(FTE)	Outlined text indicates projected future growth
FTE	Full Time Equivalent Staff if not full time		Dashed box for staff not requiring dedicated space in this department

PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Personnel		635			
Assist. Town Manager - Personnel	1	140	140		
Assist. To Assist. Twn Mngr.- Personnel	1	100	100		
Department Specialist	1	75	75		
Multi-Purpose Rm	1	130	130		Meeting space for benefits administration for up to 8 people, and work space for visiting consultants and future intern.
Waiting	4	10	40		
Office Supplies	1	10	10		
Coat Closet	1	10	10		
Fax	1	5	5		Direct fax for protecting confidentiality of information.
Reference Materials	1	75	75		(3) 8 FT Book Shelves
Active Files Storage	1	50	50		(9) 4-drawer file cabinets & (1) 5-drawer lateral file cabinet.
InActive Files Storage			-		(13) 4-drawer file cabinets. See Administration Shared Facilities Program (70 NSF).
Dead Files Storage			-		(6) 4-drawer file cabinets. See Administration Shared Facilities Program (35 NSF).
Shared Facilities					
See Administration Shared Facilities Program					
TOTAL PERSONNEL		635			

NOTES

1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 10/12/05 (Refer to Meeting Report #09).

Administration - Shared Facilities

OVERVIEW

Functions:	"Customer Service" - Communications & Reception Mail Room Multi-Purpose Training / Work Room Meeting Hall and Conference Rooms Shared office machine/copy centers. Staff & public toilets. Staff break room. Maintenance office. Storage
Adjacencies:	Shared conference spaces dispersed among departments. Shared copy centers. Staff toilets centrally located on each floor. Public toilets located adjacent to public lobbies on each floor. Maintenance office near mechanical equipemnt room. Building storage near delivery entrance (or elevator).
Preferred Location	N/A
Public Access	Controlled public access to staff spaces.
Storage	Archives vault, dead files storager, bulk paper before distribution to office supply closets, maintenance storage.
Parking	N/A
Service Access	Potentially for deliveries, maintenance.

DEPARTMENT ORGANIZATION

N/A

PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
"Customer Service" - Communications & Reception		250			
Reception / Telephone	1	75	75		Potential future staff.
Customer Service	1	75	75		Existing Staff from Town Manager's Office to be consolidated with General Support.
Waiting	10	10	100		
Mail Center & General Work Area		690			
Mail Room	1	400	400		Production area for receiving incoming mail and preparing outgoing mail - printing, collating, envelope stuffing, postage, and microfiche / microfilm record station.
Mail Boxes	1	50	50		(40) secure inter-office mail boxes.
Clerical Station	1	75	75		Potential future staff.
Multi-Purpose Rm	1	150	150		To be used for training (6 students); large mailngs, coin counting, election equipment preparation.
Office Supplies	1	15	15		
Conf Rms, Copy Centers, Offices, & Lunch Rms		1,620			
Meeting Hall			-		See Note #1
Conference Rooms	2	300	600		2 conference rooms for 12 - 16 people each.
Office Equipment/Copier	3	120	360		Large copier, counter, worktable. Assume 3 copy stations.
Office Supplies Storage	3	20	60		One per copy station.
Bulk Office Supplies	1	200	200		One per building.
Lunch Room	1	400	400		Kitchenette and vending machines, tables for 8-10, soft seating. Privacy toilet. One per building

(continued)

NOTES

1. In addition to the 500 sf Selectmen’s Meeting Room, there was a request for a second 1000 sf Meeting Hall which was not included above.

Administration - Shared Facilities

PROGRAM (continued)

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Department Storage 1,260					
Dead File Storage					
Town Manager / Selectmen	-	-	50		(5) 4-Drawer File Cabinets (Staff said they needed 20 file drawers).
Town Clerk					See Archives Vault & Voting Storage below.
Finance					
Treasurer / Tax Collector	1	400	400		Information not supplied by Dept. Assume 400 SF.
Retirement	1	50	50		
Town Accountant	1	110	110		(20) 5 drawer file cabinets.
Information Technology	1	-	-		None
Parking	1	-	-		None
Assessor's Office	1	-	65		This storagesapce is a safe.
Personnel					
Inactive Files	1	70	70		(13) 4-drawer file cabinets
Dead Files	1	35	35		(6) 4-drawer file cabinets
Archives Vault	1		400		Archive Vault to shared by Administration departments
Voting Storage	1		80		Ballot Boxes - 24 Boxes (16"Wx17"Lx16"H) - 8' Shelving 1'6"Deep = 30 SF. Voting Machines - 11 Boxes (24"Wx24"Lx40"H) - 12' Shelving 24" Deep - 50 SF.
Toilets, Maint Off & Janitor Closets 2,510					
Staff Toilets, Male	4	175	700		One per floor per building
Staff Toilets, Female	4	175	700		One per floor per building
Public Toilets, Male	3	65	195		Privacy toilet. One per floor per building
Public Toilets, Female	3	65	195		Privacy toilet. One per floor per building
Janitorial Closet	4	75	300		One per floor per building
Maintenance Office	1	20	20		One per building
Building Storage	1	400	400		
TOTAL ADMINISTRATION SHARED FACILITIES				6,330	

NOTES

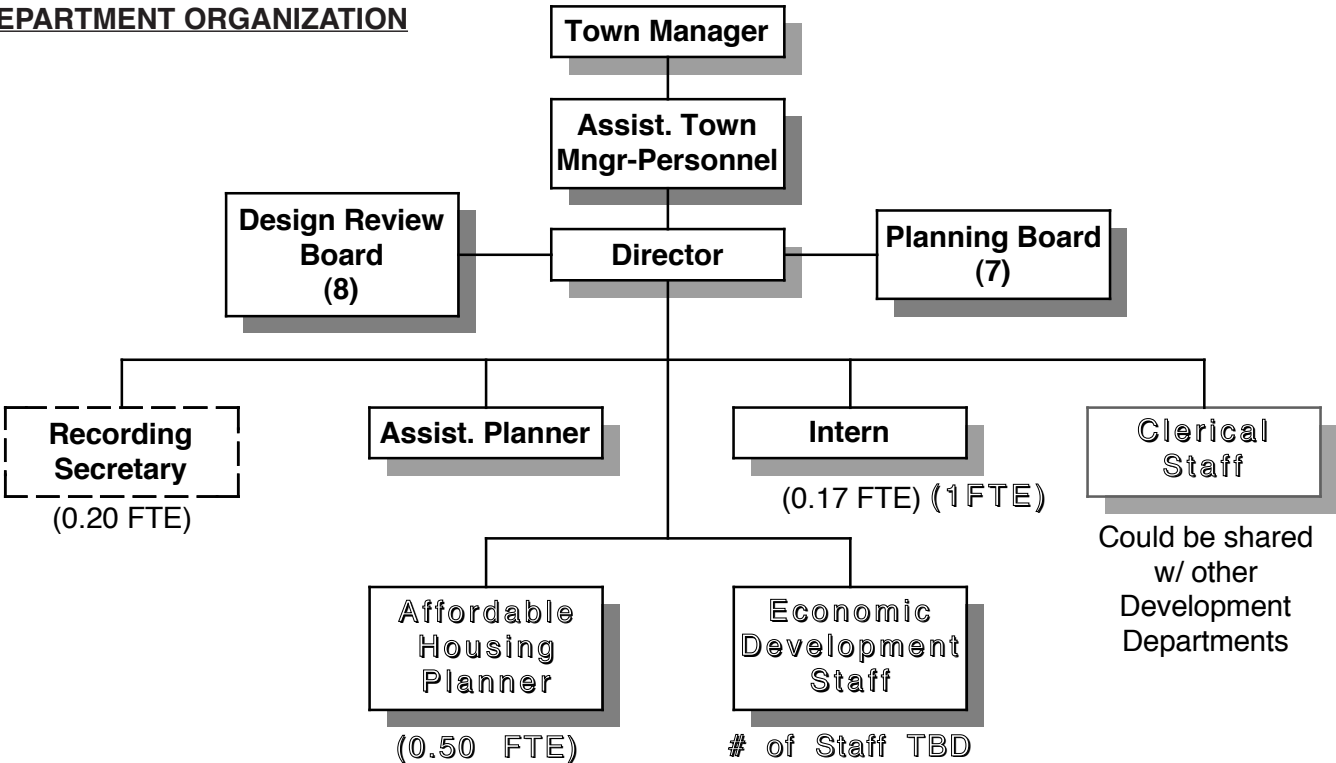
1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 10/12/05 (Refer to Meeting Report #09).

Community Development - Planning Department / Design Review Board

OVERVIEW

Functions:	Review and approval / disapproval or advisory reports of projects submitted under its jurisdiction. Preparation of zoning amendments, revisions to subdivision regulations and procedural rules of the Planning Board. Preparation and maintenance of a Master Plan and related planning studies regarding future physical growth and development. Publication of information on planning, zoning and development matters.
Adjacencies:	Relationships with other departments in order of priority: Engineering, Building Department, Board of Appeals, Town Clerk, Town Manager, Conservation Commission
Preferred Location	With other development departments
Public Access	Controlled public accessibility
Storage	Secured record storage for current and dead files
Parking	Parking for Director.
Service Access	n/a

DEPARTMENT ORGANIZATION



LEGEND			
(2)	Number of staff at position when more than 1	1(FTE)	Outlined text indicates projected future growth
FTE	Full Time Equivalent Staff if not full time	---	Dashed box for staff not requiring dedicated space in this department

PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Planning & Design Review Board					790
					All professional staff require side desk large enough for reviewing blueprints.
Director's Office	1	140	140		
Assistant Planner	1	100	100		
Intern	1	75	75		
Housing Planner	1	100	100		Potential future staff.
Economic Development Staff	1	100	100		Potential future staff.
Plan Review Area	1	100	100		
Active Book Case	1	25	25		
Active Files Storage	1	150	150		
Dead Files Storage			-		See Administration Shared Facilities Program (30 NSF).

Shared Facilities		
See Community Development Shared Facilities Program		

TOTAL PLANNING DEPT. & DESIGN REVIEW BOARD	790
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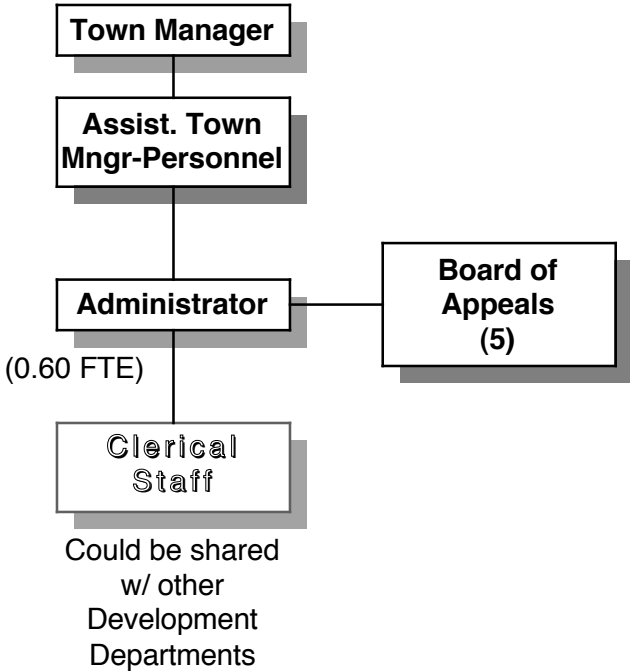
NOTES

1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 10/12/05 (Refer to Meeting Report #09).

OVERVIEW

Functions:	Hears and renders decisions on: Applications for appeals from Building Inspector decisions; Requests for zoning Special Permits or Variances and Comprehensive Permits under M.G.L. Ch. 40B (affordable housing).
Adjacencies:	Relationships with other departments in order of priority: Planning Department, Town Clerk, Engineering, Building Department, Conservation Commission, Park and Recreation, Historic, Police, Fire
Preferred Location	With other development departments
Public Access	Controlled public accessibility
Storage	Files can't be archived. Need to be available for reference.
Parking	Parking for Administrator
Service Access	n/a

DEPARTMENT ORGANIZATION



LEGEND			
(2)	Number of staff at position when more than 1	1(FTE)	Outlined text indicates projected future growth
FTE	Full Time Equivalent Staff if not full time	---	Dashed box for staff not requiring dedicated space in this department

PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Board of Appeals		190			
Administrator	1	140	140		
Active Files Storage	1	50	50		(6) Full Size 4 drawer file cabinets.
Dead Files Storage	1	80	-		No dead file storage.
Shared Facilities					
See Community Development Shared Facilities Program					
TOTAL BOARD OF APPEALS		190			

NOTES

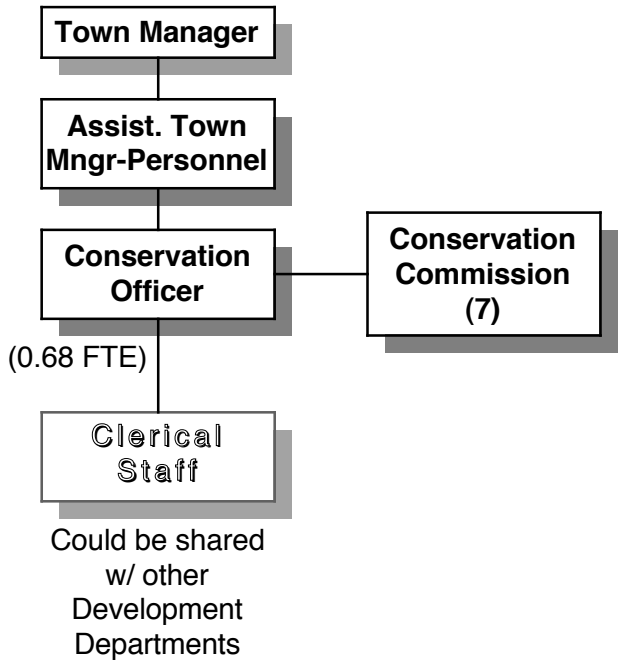
1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 10/12/05 (Refer to Meeting Report #09).

Community Development - Conservation Commission

OVERVIEW

Functions:	Protection and preservation of Town’s wetlands and resource areas Acquisition and preservation of Town Open Space Advising town on use, management and protection of Town’s natural resources and open space
Adjacencies:	Relationships with other departments in order of priority: Engineering, DPW Parks and Forestry, Planning Department, Building Department, Town Clerk
Preferred Location	With other development departments
Public Access	Controlled public accessibility
Storage	Active and dead file storage
Parking	Conservation Officer
Service Access	n/a

DEPARTMENT ORGANIZATION



PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Conservation Commission		300			
					All professional staff require side desk large enough for reviewing blueprints.
Conservation Officer	1	140	140		
Plan Review Area	1	100	100		
Active Files Storage	1	60	60		(6) 4-drawer file cabinet and 2 4-drawer lateral file cabinets.
Dead Files Storage			-		(4) 4-drawer file cabinets. See Administration Shared Facilities Program (25 NSF).
Shared Facilities					
See Community Development Shared Facilities Program					
TOTAL CONSERVATION COMMISSION		300			

NOTES

1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 10/12/05 (Refer to Meeting Report #09).

LEGEND

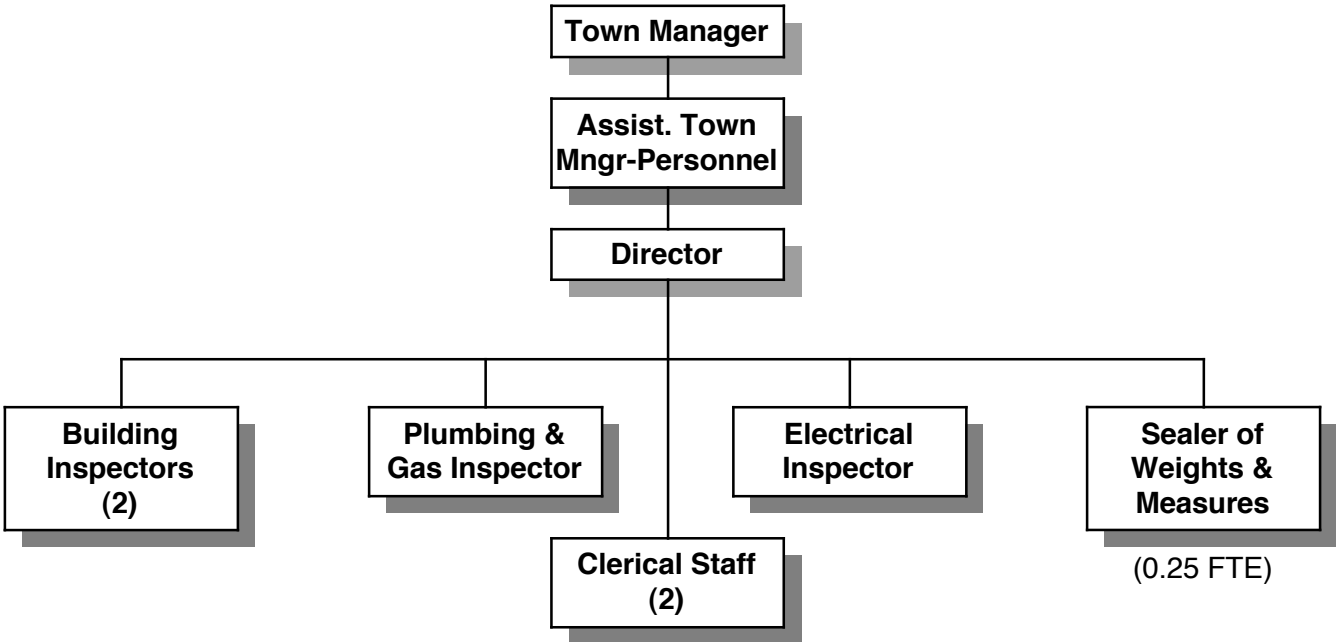
(2)	Number of staff at position when more than 1	1(FTE)	Outlined text indicates projected future growth
FTE	Full Time Equivalent Staff if not full time		Dashed box for staff not requiring dedicated space in this department

Community Development - Building Department

OVERVIEW

Functions:	Review of applications and plans to construct, alter and demolish any building, structure for compliance with applicable laws, codes and regulations. Enforcement of Massachusetts's requirement for Sealer of Weights & Measures Inspection of projects for which permits have been granted Inspections of public buildings
Adjacencies:	Relationships with other departments in order of priority: Engineering, Planning Department, Conservation Commission, Town Clerk, Board of Appeals
Preferred Location	With other development departments
Public Access	Controlled public accessibility
Storage	Active and dead file storage
Parking	Director, Inspectors
Service Access	n/a

DEPARTMENT ORGANIZATION



LEGEND			
(2)	Number of staff at position when more than 1	1 (FTE)	Outlined text indicates projected future growth
FTE	Full Time Equivalent Staff if not full time	---	Dashed box for staff not requiring dedicated space in this department

PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Building Department		920			
					All professional staff require side desk large enough for reviewing blueprints.
Director's Office	1	140	140		
Building Inspectors	2	75	150		
Plumbing & Gas Inspector	1	75	75		
Electrical Inspector	1	75	75		
Sealer of Weights & Measures	1	75	75		
Plan Review Area	1	100	100		
Active Files Storage	1	305	305		(50) 4-drawer file cabinets & 8 drawer plan file cabinet.
Dead Files Storage			-		Based on size of current storage room (theold public works lunch room). See Administration Shared Facilities Program (750 NSF).

Shared Facilities		
See Community Development Shared Facilities Program		

TOTAL BUILDING DEPARTMENT	920
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NOTES

1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 10/12/05 (Refer to Meeting Report #09).

Community Development - Shared Facilities

OVERVIEW

Functions:	Shared waiting and public counter Shared conference rooms. Shared office machine/copy centers. Staff break room. Staff & public toilets. Maintenance office. Building storage.
Adjacencies:	Shared conference spaces dispersed among departments. Shared copy centers. Building storage near delivery entrance (or elevator). Staff toilets centrally located on each floor. Public toilets located adjacent to public lobbies on each floor. Maintenance office near mechanical equipemnt room. Building storage near delivery entrance (or elevator).
Preferred Location	N/A
Public Access	Controlled public access to staff spaces.
Storage	Dead files storager, bulk paper before distribution to office supply closets, maintenance storage.
Parking	N/A
Service Access	Potentially for deliveries, maintenance.

DEPARTMENT ORGANIZATION

N/A

PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Conf Rms, Copy Centers, Offices, Etc.		1,155			
Waiting	8	10	80		
Public Counter	2	50	100		
Shared Clerical Staff	2	75	150		Allow for two future clerical staff to be shared by development departments
Office Equipment/Copier	1	120	120		Large copier, counter, worktable
Large Format Copier	1	75	75		Space requirements depdend on large format copier. Dimensions given for Oce TDS 400 - 3 piece (scanner, printer & controller)
Office Supplies	1	20	20		
Coat Closet	1	10	10		
Conference Rooms	2	300	600		2 conference rooms for 12 - 16 people each.
Department Storage		805			
Dead File Storage					
Planning & Design	1	30	30		
ReviewBoard					
Board of Appeals			-		No dead file storage.
Conservation Commission	1	25	25		(4) 4-drawer file cabinets
Building Department	1	750	750		Based on size of current storage room (theold public works lunch room)
Toilets, Maint Off & Janitor Closets		1,075			
Staff Toilets, Male	1	175	175		One per floor per building
Staff Toilets, Female	1	175	175		One per floor per building
Public Toilets, Male	1	65	65		Privacy toilet. One per floor per building
Public Toilets, Female	1	65	65		Privacy toilet. One per floor per building
Lunch Room	1	400	400		Kitchenette and vending machines, tables for 8-10, soft seating. Privacy toilet. One per building.
Janitorial Closet	1	75	75		One per floor per building
Maintenance Office	1	20	20		One per building
Building Storage	1	100	100		One per building
TOTAL COMMUNITY DEVELOPMENT SHARED FACILITIES		3,035			

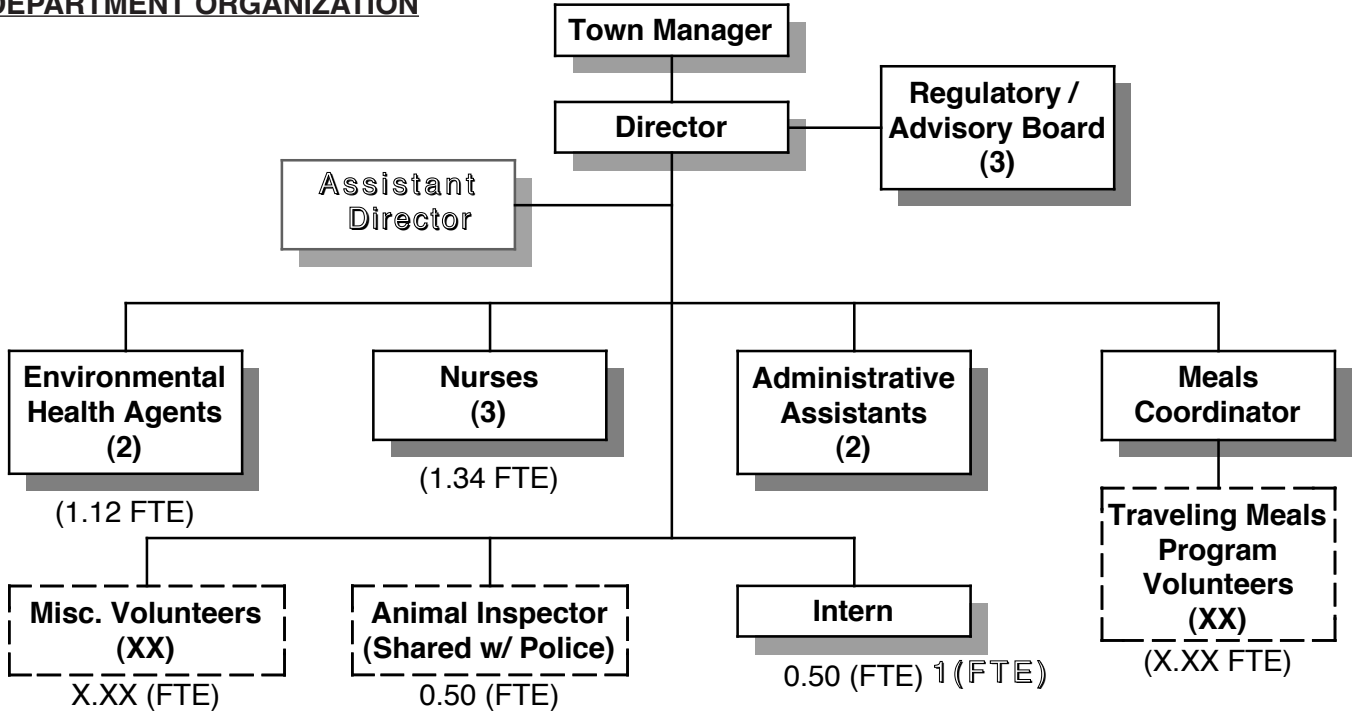
NOTES

1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 10/12/05 (Refer to Meeting Report #09).

OVERVIEW

Functions:	Emergency Preparedness (Co-chair of Local Emergency Planning Committee) Health related licensing / Inspections Administer human service programs including Traveling Meals Program; Mass. Fuel Assistance Program; Food Stamps for the elderly and disabled; and Salvation Army / Good Neighbor Program Public education
Adjacencies:	Relationships with other departments in order of priority: Public Safety (Police, Fire), Community Development (Planning, Building Department, Conservation Commission) and Human Services (Council on Aging, Youth Commission, Parks & Recreation)
Preferred Location	Central Location
Public Access	Good accessibility to public. Require provisions for administering immunizations to large groups of people.
Storage	Secured record storage, current and dead files, vaccines.
Parking	1 town-owned car. Transient parking for staff which works in and out of office. Visitor parking,
Service Access	Receive shipments of vaccines.

DEPARTMENT ORGANIZATION



LEGEND

(2)	Number of staff at position when more than 1	1 (FTE)	Outlined text indicates projected future growth
FTE	Full Time Equivalent Staff if not full time		Dashed box for staff not requiring dedicated space in this department

PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Health Department					2,130
					All professional staff require side desk large enough for reviewing blueprints.
Director's Office	1	140	140		
Assistant Director	1	100	100		
Environmental Health Agents	2	100	200		
Nurses	3	100	300		
Meals Coordinator	1	100	100		
Intern	1	100	100		
Administrative Assistants	2	75	150		
Waiting	8	10	80		
Conference Room	1	500	500		Capacity of 12. For meetings and training.
Treatment Room	1	150	150		Sink, Counter, Supplies cabinet, sofa, treatment table Provisions for 30 cubic foot refrigerator for vaccine storage, with backup power and power failure alarm tied to emergency response.
Plan Review Area	1	100	100		Table for reviewing plans with clients
Library Shelving	1	40	40		12 LF of shelving
Emergency Supplies Closet	1	100	100		Special HVAC considerations
Dead Files Storage			-		Secure file storage. Could be central location separate from Health Department. See Administration Shared Facilities Program (50 NSF).
Active Files Storage	1	60	60		Secured file storage - 16 LF of lateral
Coat Closet	1	10	10		

Shared Facilities		
See Community Development Shared Facilities Program		

TOTAL HEALTH DEPARTMENT	2,130
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NOTES

1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 09/28/05 (Refer to Meeting Report #02).

Community Services - Veterans Services

OVERVIEW

Functions:	Carry out Mass General Laws, Chapter 115 for Needham and Dover Depository of discharges & records of veterans Oversee disbursement of veteran’s benefits Coordinate Memorial and Veteran’s Day parades Oversee care for veteran’s graves in Needham, including placing of flags on all veteran’s graves (1600) for Memorial Day
Adjacencies:	Relationships with other departments in order of priority: Finance, Health
Preferred Location	Central Location
Public Access	Good accessibility to public.
Storage	Secured record storage, current.
Parking	Part-time parking for director. Visitor parking.
Service Access	Receipt and delivery of 1600 flags once a year.

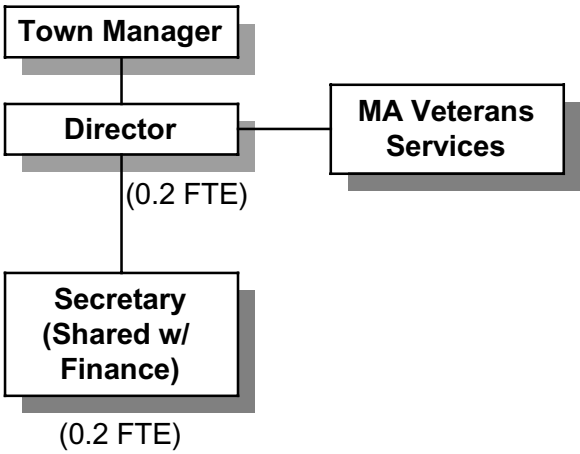
PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Veterans Services		295			
Director's Office	1	140	140		
Secretary	1	75	75		If Veteran's Services is included in another department, this staff and space could be shared.
Waiting	2	10	20		If Veteran's Services is included in another department, this space could be shared.
Dead Files Storage			-		No dead file storage. All files are kept active in case they need to be referenced.
Active Files Storage	1	60	60		Secured file storage - 16 LF of lateral files.
Shared Facilities					
See Community Development Shared Facilities Program					
TOTAL VETERAN'S SERVICES		295			

NOTES

1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 09/28/05 (Refer to Meeting Report #02).

DEPARTMENT ORGANIZATION



LEGEND			
(2)	Number of staff at position when more than 1	1(FTE)	Outlined text indicates projected future growth
FTE	Full Time Equivalent Staff if not full time		Dashed box for staff not requiring dedicated space in this department

Community Services - Youth Services

OVERVIEW

Functions:	Youth and parent counseling, individual and group Public Education Employment program
Adjacencies:	Relationships with other departments in order of priority: Schools, Park and Recreation. Should be separate from the the School Department in order to be seen by youth as an independent resource.
Preferred Location	Central Location.
Public Access	Good accessibility to public. Public presence is highly desirable. Discreet access should also be available.
Storage	Secured record storage, current and dead files.
Parking	Transient parking for staff which works in and out of office. Full time parking for Office Manager when that position becomes full time. Visitor parking,
Service Access	n/a

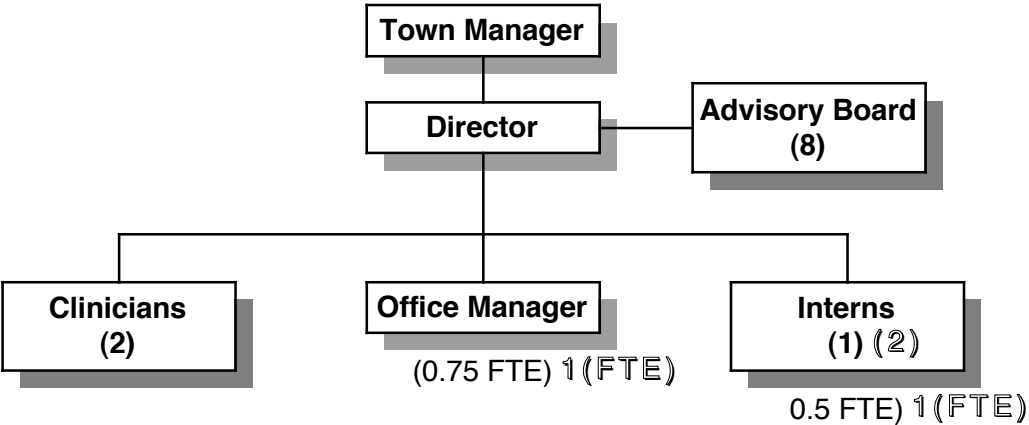
PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Youth Commission					820
Director's Office	1	140	140		
Clinician's Offices	2	140	280		
Clinical Interns Office	1	140	140		
Office Manager	1	75	75		
Office Manager	1	75	75		
Waiting	4	10	40		
Active Files Storage	1	60	60		Secured file storage - 16 LF of lateral files.
Dead Files Storage			-		No dead file storage. All files are kept active in case they need to be referenced.
Coat Closet	1	10	10		
Shared Facilities					
See Community Development Shared Facilities Program					
TOTAL YOUTH COMMISSION					820

NOTES

1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 09/28/05 (Refer to Meeting Report #02).

DEPARTMENT ORGANIZATION



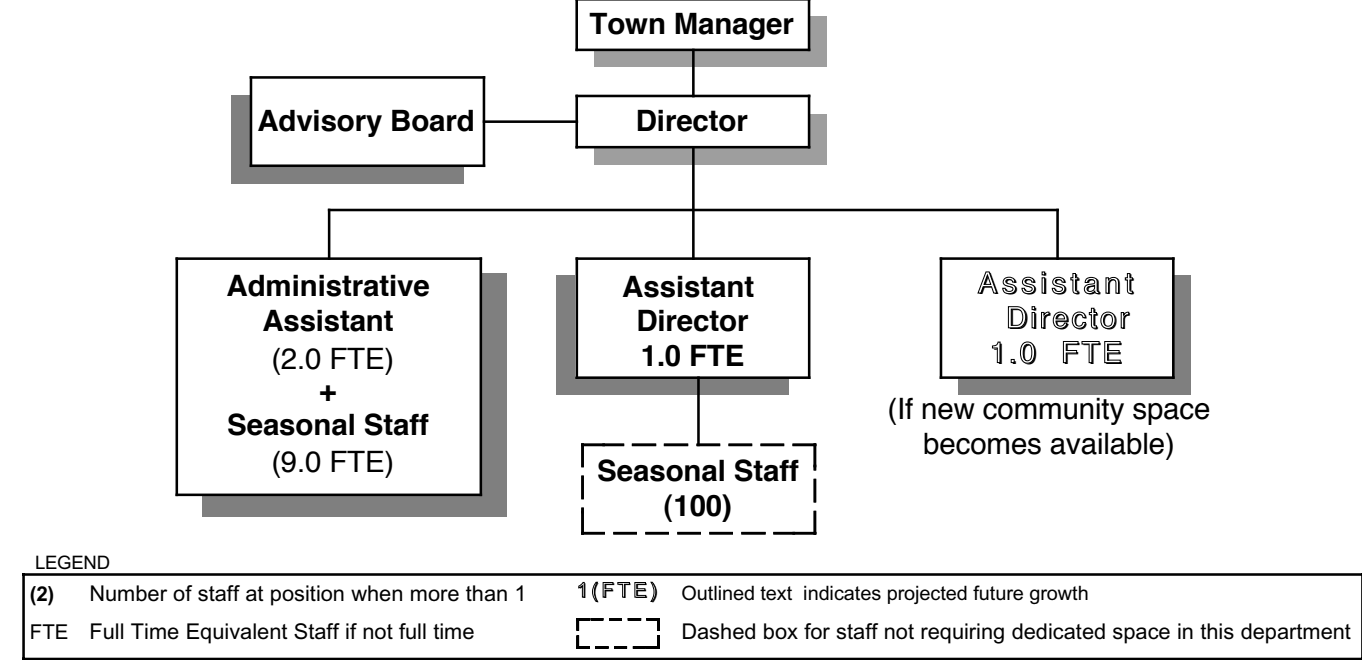
LEGEND			
(2)	Number of staff at position when more than 1	1(FTE)	Outlined text indicates projected future growth
FTE	Full Time Equivalent Staff if not full time	---	Dashed box for staff not requiring dedicated space in this department

Community Services - Park & Recreation

OVERVIEW

Functions:	Offers recreational and educational programs for children, adults and seniors. Operates and maintains the Rosemary Pool. Assists town youth sports organizations. Maintains town playgrounds. Schedules outdoor town recreational facilities.
Adjacencies:	Director has a functional relationship with DPW for scheduling outdoor (P&R) town recreational space. Director also has a functional relationship with DPW and MB/MD for maintenance; DPW maintains fields, MB/MD maintains buildings and MB/MD and DPW provides support for P&R maintenance of playgrounds and Rosemary Pool Staff is a community service function which relates to other town human services providers, such as youth commission, COA, etc.
Preferred Location:	A 2002 study incorporates the Park and Recreation Offices within a proposed new Rosemary Lake complex, together with the Council on Aging and shared recreational program areas.
Public Access	Good public access with easy accessibility for families with small children in strollers, senior adults, etc. coming to register for programs at a public counter.
Storage	Off season storage of program equipment, pool equipment, staff uniforms and bathing suits, etc. (currently in Town Hall attic, a ground floor storage room at pool building and Cricket Park buildingtown hall).
Parking	Parking for four in-office staff, plus public visitors and transient parking for staff in and out of the building.
Service Access	Easy access to program equipment in storage.

DEPARTMENT ORGANIZATION



PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Park & Recreation Department					1,200
Director's Office	1	140	140		Office large enough for meetings of up to four persons at a sidetable, typical.
Assistant Directors' Offices	2	100	200		
Administrative Assistants	2	75	150		
Public Counter	1	200	200		Includes counter, counter work-space and public que.
Work Room	1	500	500		Space for copier, files, tables to serve up to 9 seasonal staff, transient staff. Serves also as P&R Commission meeting room, and as a training room.
Storage			-		Sports equipment, staff uniforms. See Administration Shared Facilities Program (500 NSF).
Coat Closet	1	10	10		
Shared Facilities					
See Community Development Shared Facilities Program					
TOTAL PARK & RECREATION					1,200

NOTES

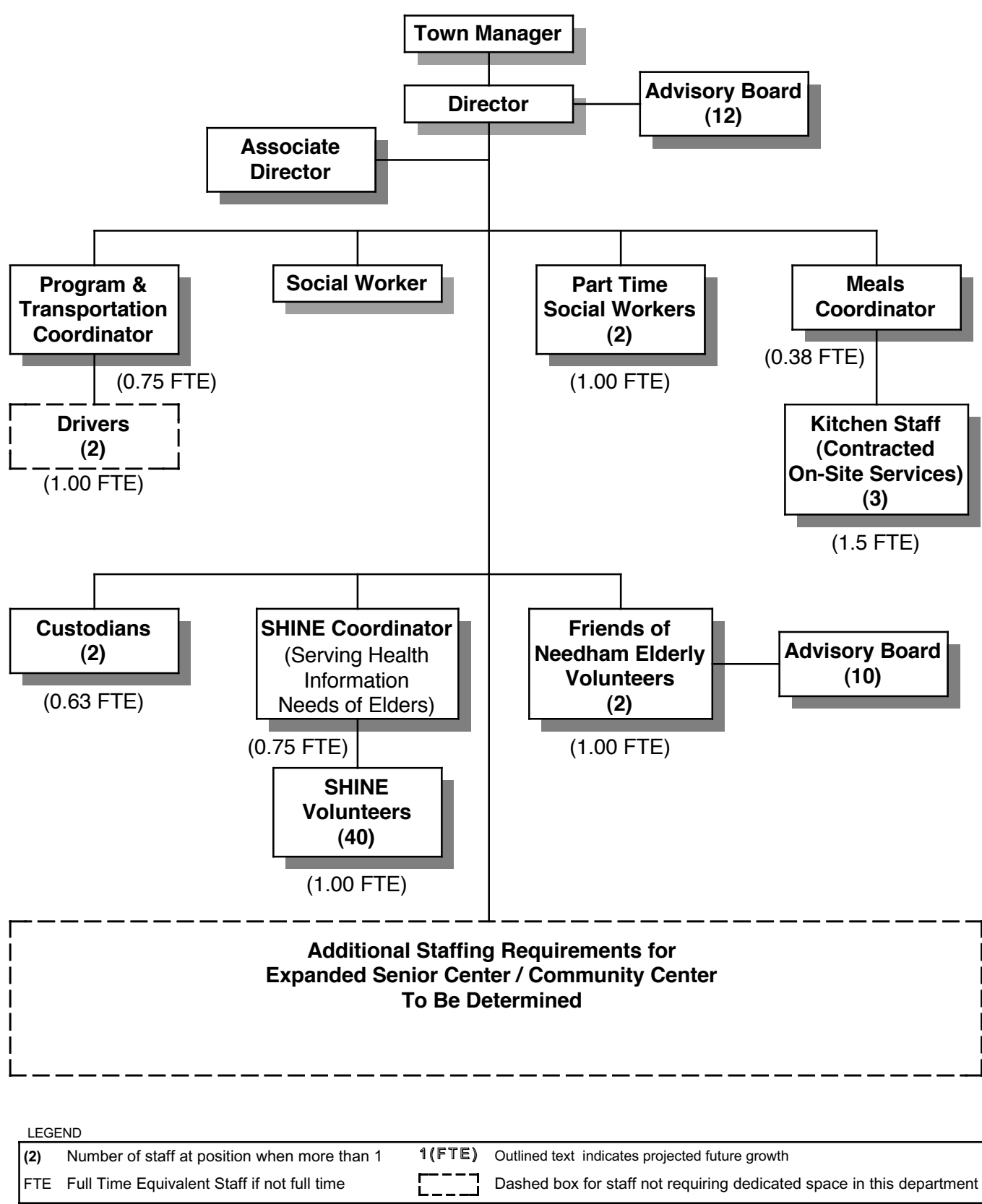
1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 09/29/05 (Refer to Meeting Report #05).

Community Services - Senior Center

OVERVIEW

Functions:	<p>Provide services for older residents and their families including:</p> <ul style="list-style-type: none">• Stephen Palmer Senior Center (See discussion below)• Information & Referrals on age related subjects including transportation, homemaker services, housing, insurance, financial assistance programs, retirement living and volunteer opportunities• Educational, Athletic and Social Programs (Some classes are in conjunction with the Schools Department adult education program and Park & Recreation)• Outreach & Counseling• Meals - (Noontime meal is served Monday through Friday) <p>The existing Senior Center is currently constrained by its facilities in the number of activities it can provide. With the proper Senior Center / Community Center the Senior Center would provide a full complement of the following programs:</p> <ul style="list-style-type: none">• Exercise Classes• Dancing and Dance Classes• Music• Stage Productions• Retired Men's Group (400 members, 200 attendance at meetings)• Computer Training• Lectures• Book Discussion Groups• Cards (Cribbage, bridge) & games (Pool)• Art Classes and Crafts, such as quilting,• Woodworking / small repair shop
Adjacencies:	Relationships with other departments in order of priority: Health, Park and Recreation, and School Department.
Preferred Location	Central Location.
Public Access	Good accessibility to public. Public presence is highly desirable.
Storage	Secured record storage, current and dead files.
Parking	Full time parking for Director, Associate Director and Social Worker; Town owned van; Transient parking for other staff, volunteers and visitors.
Service Access	Kitchen supplies.

DEPARTMENT ORGANIZATION



Community Services - Senior Center

PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Lobby / Reception 925					
Lobb / Reception / Waiting / Telephone	1	685	685		
Vestibule	1	75	75		
Coatroom	1	40	40		
Display / Message Center /	1	125	125		
Senior Offices 3,460					
Director's Office	1	140	140		
Associate Director's Office	1	100	100		
Program & Transportation	1	100	100		
Director's Office					
Social Worker (Full Time) Office	1	100	100		
Social Workers (Part Time) Office	1	100	100		
Meals Coordinator Office	1	100	100		
SHINE Coordinator's Office	1	100	100		
Shine Volunteers Workstation	1	75	75		
Friends of Needham Elderly Volunteers	1	100	100		
Counseling Rooms	3	125	375		
Small Meeting Rooms	2	225	450		
Large Meeting Rooms	2	260	520		
Special Programs	1	820	820		
Reception / Waiting			150		
Active Files Storage			70		Allowance for Active Files Storage. This data was not provided.
Dead Files Storage			70		Allowance for Dead Files Storage. This data was not provided.
Office Equipment			60		Space allowance for copier,fax & paper shredder
Office Supplies Closet			20		
Coat Closet			10		
Senior Day Care 1,645					
Day Care Room	1	1,540	1,540		
Kitchenette	1	50	50		
Toilet w/ Shower	1	55	55		
Health Counseling 790					
Keep Well Clinic	1	305	305		
Conference / Counseling Room	1	100	100		
Exam Rooms	2	80	160		
Changing Rooms	2	50	100		
Fitness / Therapy Assistant's Office	1	100	100		
Storage	1	25	25		
Lounge 910					
	1	910	910		

PROGRAM (continued)

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Multi-Purpose Room 4,940					
Multi-Purpose Room	1	3,450	3,450		
Stage	1	1,000	1,000		
Table & Chair Storage	2	190	380		
Piano	1	50	50		
Folding Partitions	1	60	60		
			-		
Dining 2,975					
Dining Room	1	2,000	2,000		
Kitchen	1	975	975		
Storage			-		Shared w/ Multi-Purpose Room
Crafts 1,800					
Wet Crafts	1	500	500		
Dry Crafts	1	500	500		
Woodworking / Repair Shop	1	500	500		
Storage	1	300	300		
Game Room 2,000					
	1	2,000	2,000		
Media Room 1,050					
	1	1,050	1,050		
Conference Room 250					
	1	250	250		
General Storage 1,320					
	1	1,320	1,320		
Toilets, Maint Off & Janitor Closets 675					

NOTES

1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 09/29/05 (Refer to Meeting Report #04).

Community Services - Senior Center - Athletic Facility

OVERVIEW

Functions:	Provide services for:
	.
	.
	.
	.
	.
Adjacencies:	Relationships with
Preferred Location
Public Access	Good accessibility to public. Public presence is highly desirable.
Storage
Parking
Service Access

DEPARTMENT ORGANIZATION

PROGRAM

Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Gymnasium					8,555
Gym	1	7,385	7,385		
Bleachers	120	6	720		
Storage	1	450	450		
Natatorium					9,035
Swimming Pool	1	8,415	8,415		25 yards / 8 lanes
Bleachers	6	35	210		
Storage	1	165	165		
Pool Filter / Equipment	1	245	245		
Fitness Center					4,425
Aerobics	1	1,000	1,000		
Equipment Room	1	2,750	2,750		
Pool Spectators	1	675	675		
Locker Rooms					2,960
Men's Lockers	100	12	1,200		
Men's Toilets / Showers	1	280	280		
Women's Lockers	100	12	1,200		
Women's Toilets / Showers	1	280	280		
TOTAL ATHLETIC FACILITY					24,975

NOTES

1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 09/29/05 (Refer to Meeting Report #04).

Community Services - Shared Facilities

OVERVIEW

Functions:	Shared conference rooms. Shared office machine/copy center. Staff break room. Staff & public toilets. Maintenance office. Building storage.
Adjacencies:	Shared conference spaces dispersed among departments. Shared copy center. Building storage near delivery entrance (or elevator). Staff toilets centrally located on each floor. Public toilets located adjacent to public lobbies on each floor. Maintenance office near mechanical equipemnt room. Building storage near delivery entrance (or elevator).
Preferred Location	N/A
Public Access	Controlled public access to staff spaces.
Storage	Dead files storager, bulk paper before distribution to office supply closets, maintenance storage.
Parking	N/A
Service Access	N/A

DEPARTMENT ORGANIZATION

N/A

PROGRAM

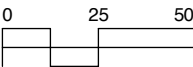
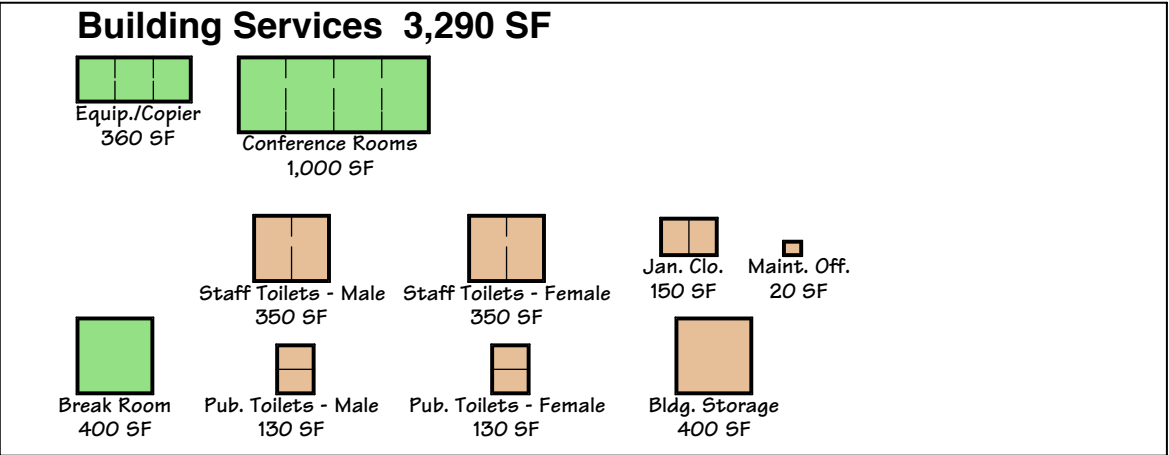
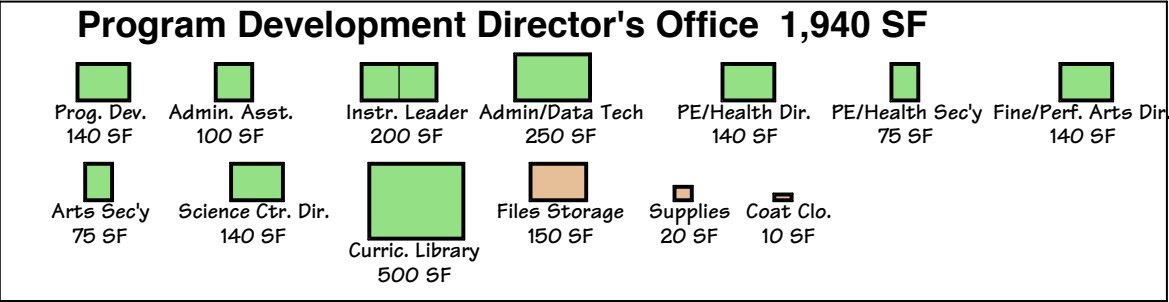
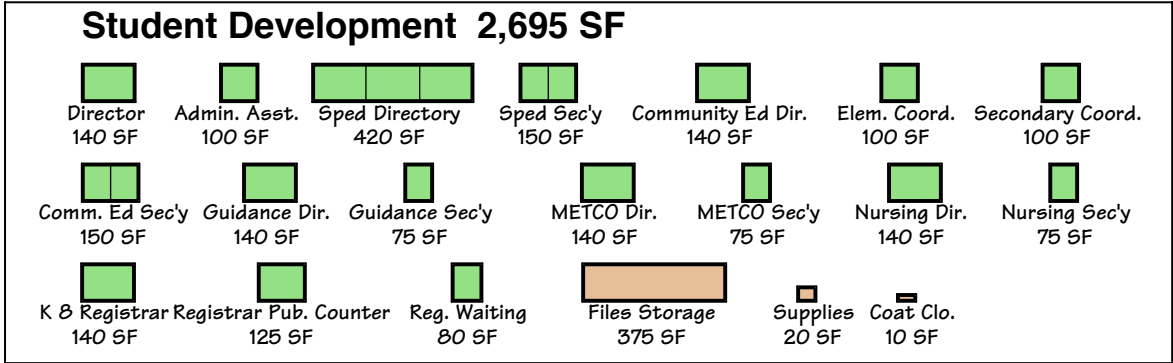
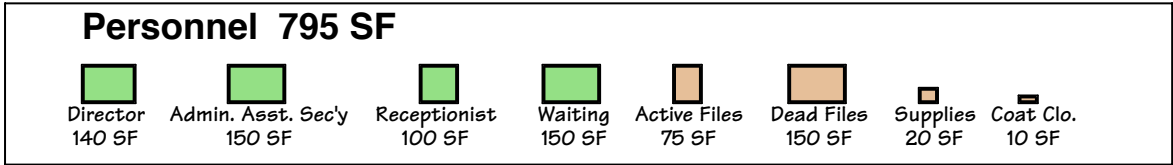
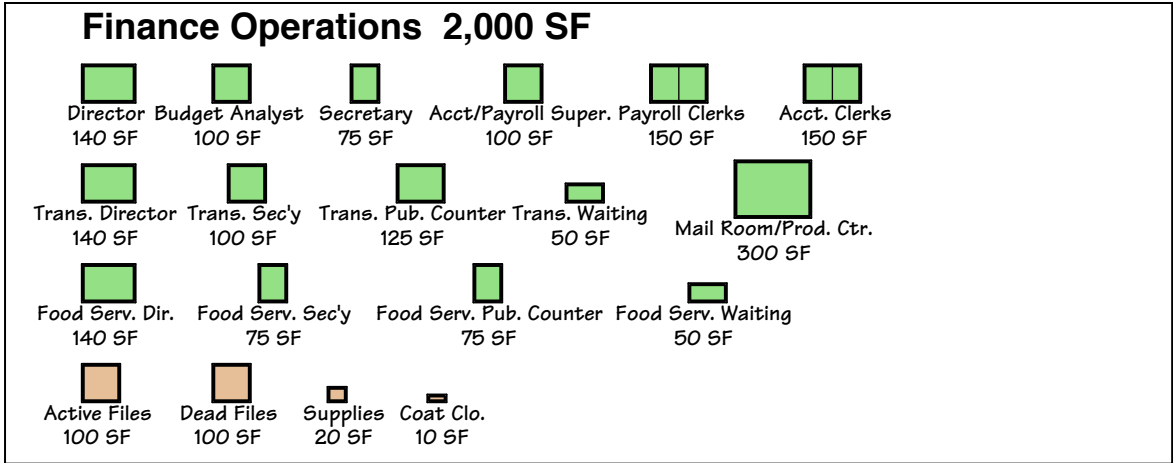
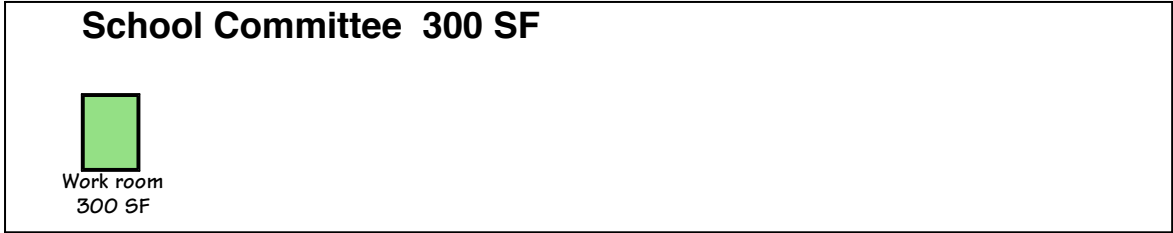
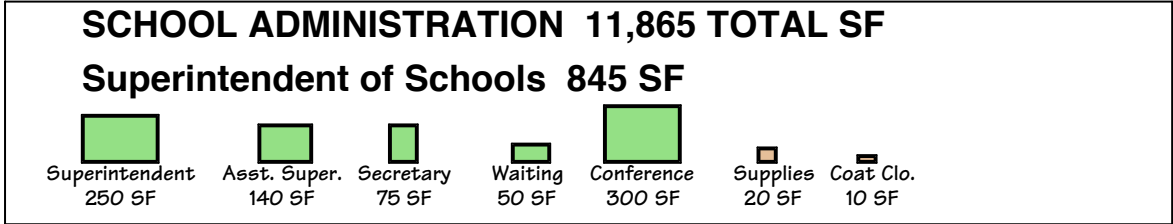
Department / Room Name	Units	NSF / Unit	NSF	Subtotals (NSF)	Comments
Conf Rms, Copy Centers, Offices, & Lunch Rms			1,140		
Conference Rooms	1	600	600		1 conference room to accommodate 20 and which can be divided into 2 smaller conference rooms. Health department conference room can also b e used by other departments.
Office Equipment/Copier	1	120	120		Large copier, counter, worktable. Assume 1 copy stations.
Office Supplies	1	20	20		One per copy station.
Lunch Room	1	400	400		Kitchenette and vending machines, tables for 8-10, soft seating. Privacy toilet. One per building.
Department Storage			550		
Dead File Storage					
Health Department	1		50		Secure file storage.
Veteran's' Services			-		No dead file storage. All files are kept active in case they need to be referenced.
Youth Commission			-		No dead file storage. All files are kept active in case they need to be referenced.
Park & Recreation Equipment	1	500	500		Sports equipment, staff uniforms.
Toilets, Maint Off & Janitor Closets			675		
Staff Toilets, Male	1	175	175		One per floor per building
Staff Toilets, Female	1	175	175		One per floor per building
Public Toilets, Male	1	65	65		Privacy toilet. One per floor per building
Public Toilets, Female	1	65	65		Privacy toilet. One per floor per building
Janitorial Closet	1	75	75		One per floor per building
Maintenance Office	1	20	20		One per building
Building Storage	1	100	100		One per building
TOTAL COMMUNITY SERVICES SHARED FACILITIES			2,365		

NOTES

1. Proposed program based upon previous study (Townwide Comprehensive Facilities Study, May 1998) and initial interviews with staff on 09/28/05 & 09/29/05 (Refer to Meeting Reports #02 & #05).
2. Shared Facilities program is for all Commmunity Services departments except the Senior Center be- cause the Senior Center will not necessarily be in the same building as the other Community services departments.

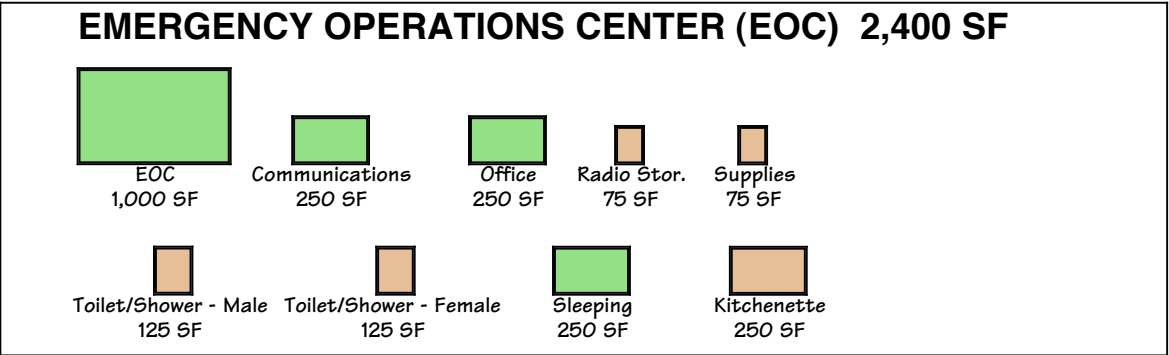
Program Space
Diagrams
School
Administration

11,865 Total NSF

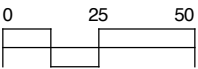


04 October 2006

Program Space
Diagrams
EOC



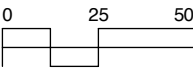
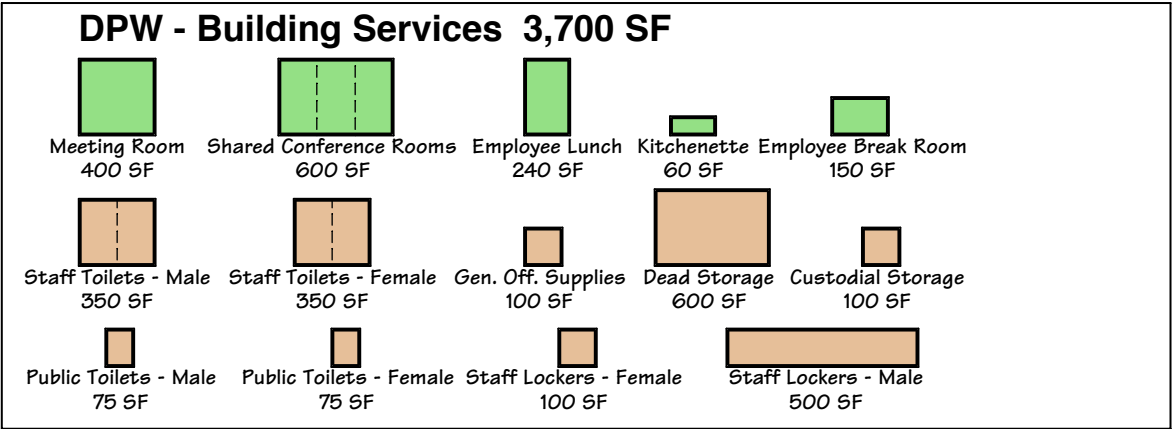
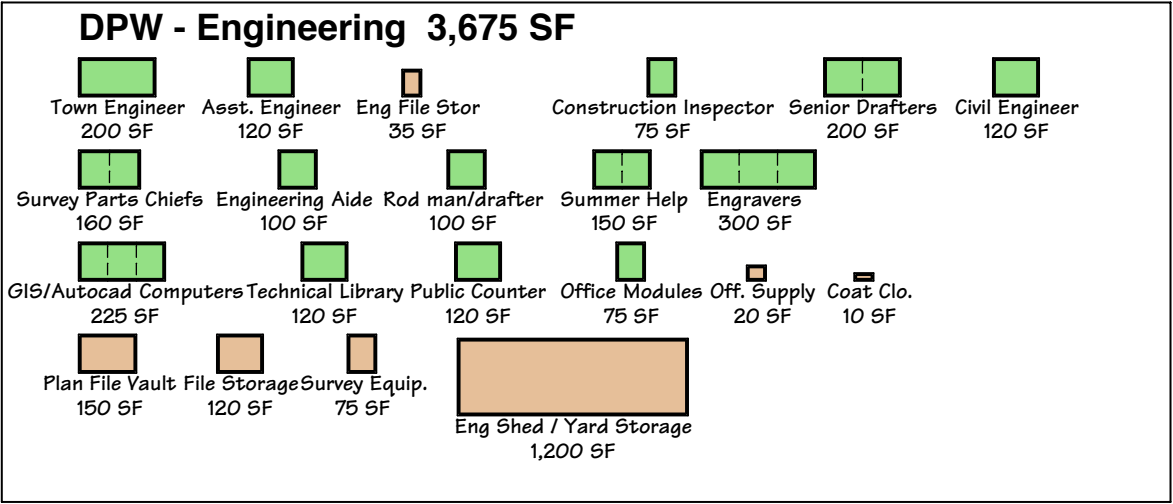
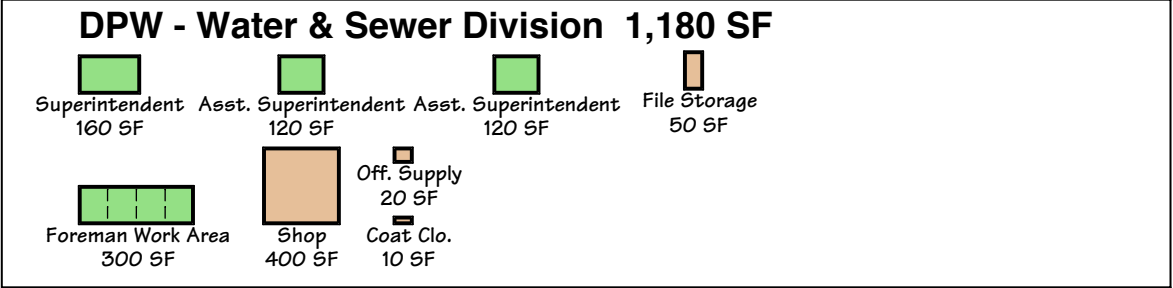
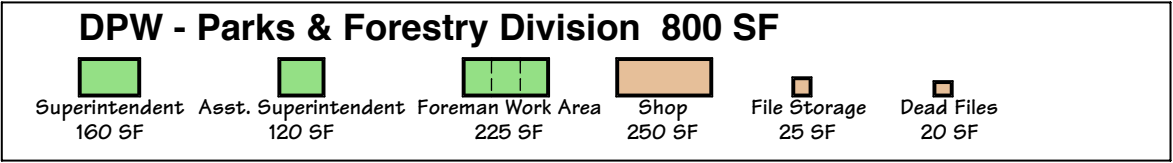
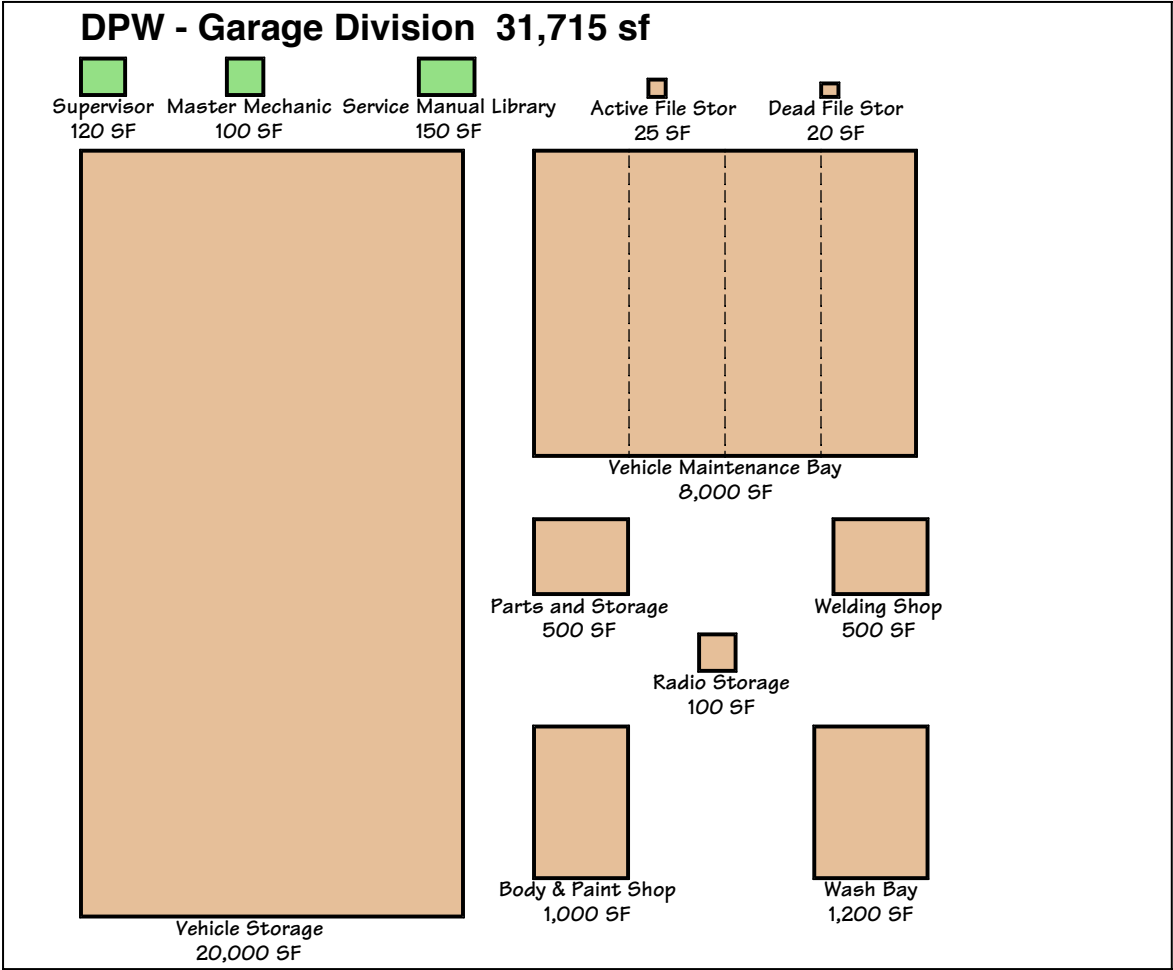
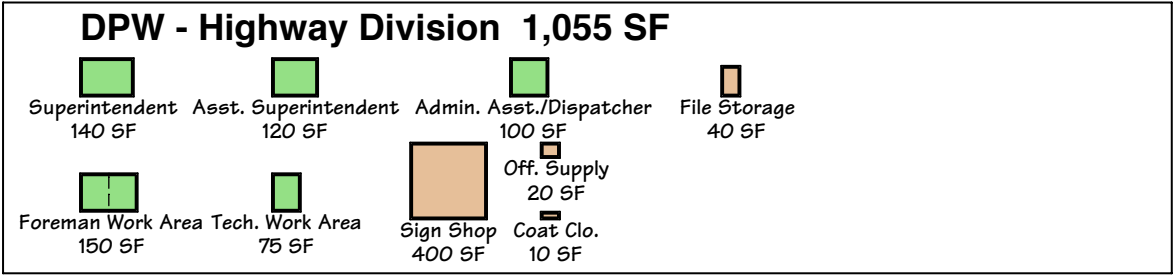
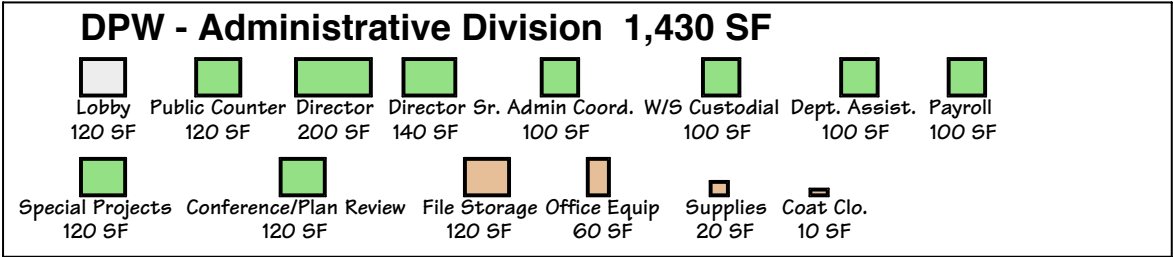
2,400 Total NSF



10 July 2006

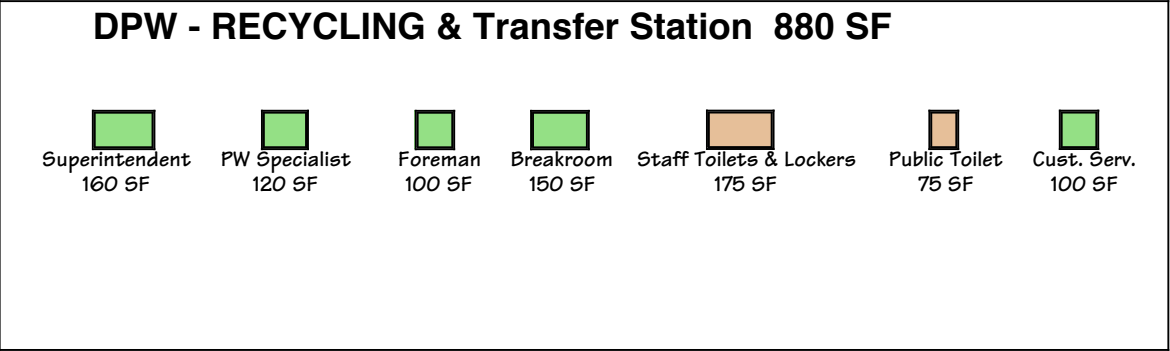
Program Space
Diagrams
DPW

43,555 Total NSF

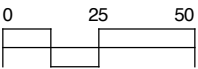


04 October 2006

Program Space
Diagrams
RTS



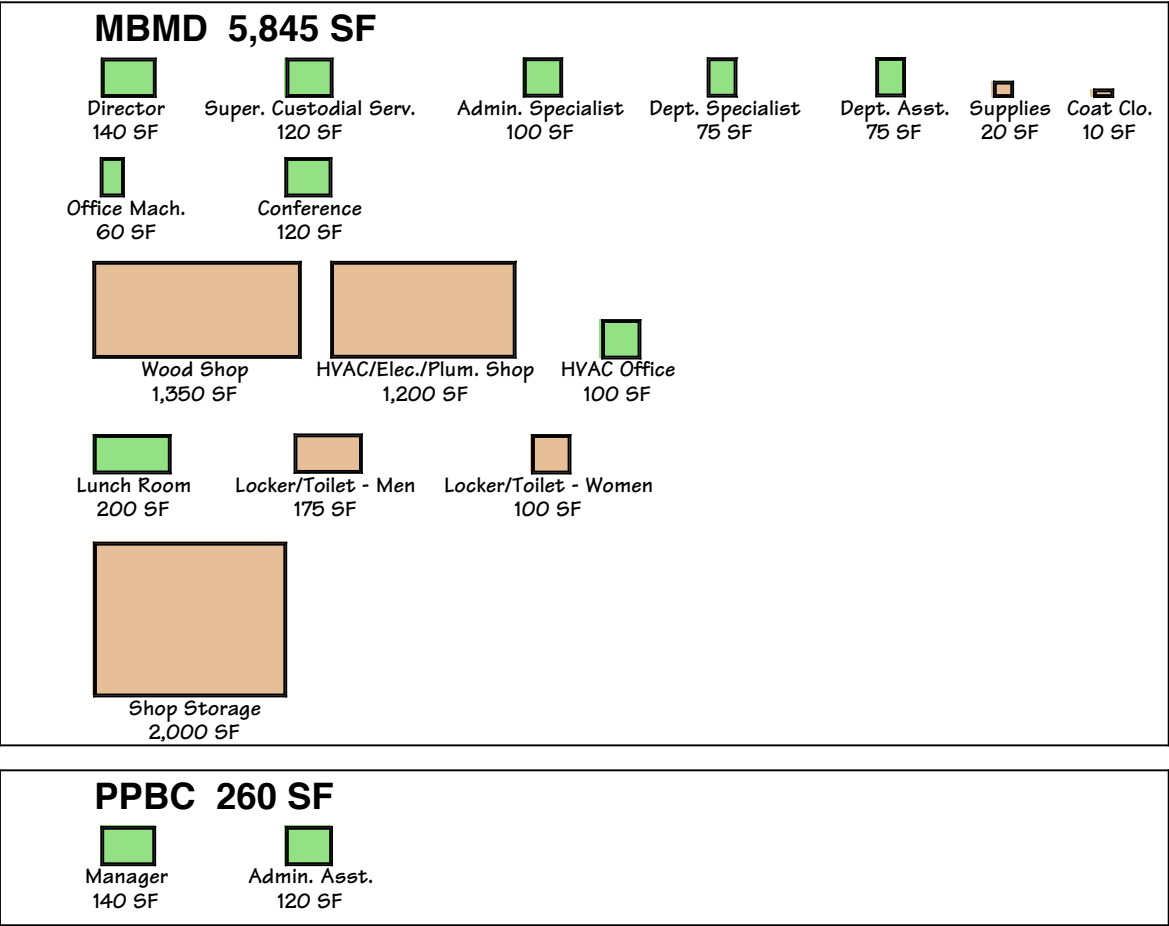
880 Total NSF



10 July 2006

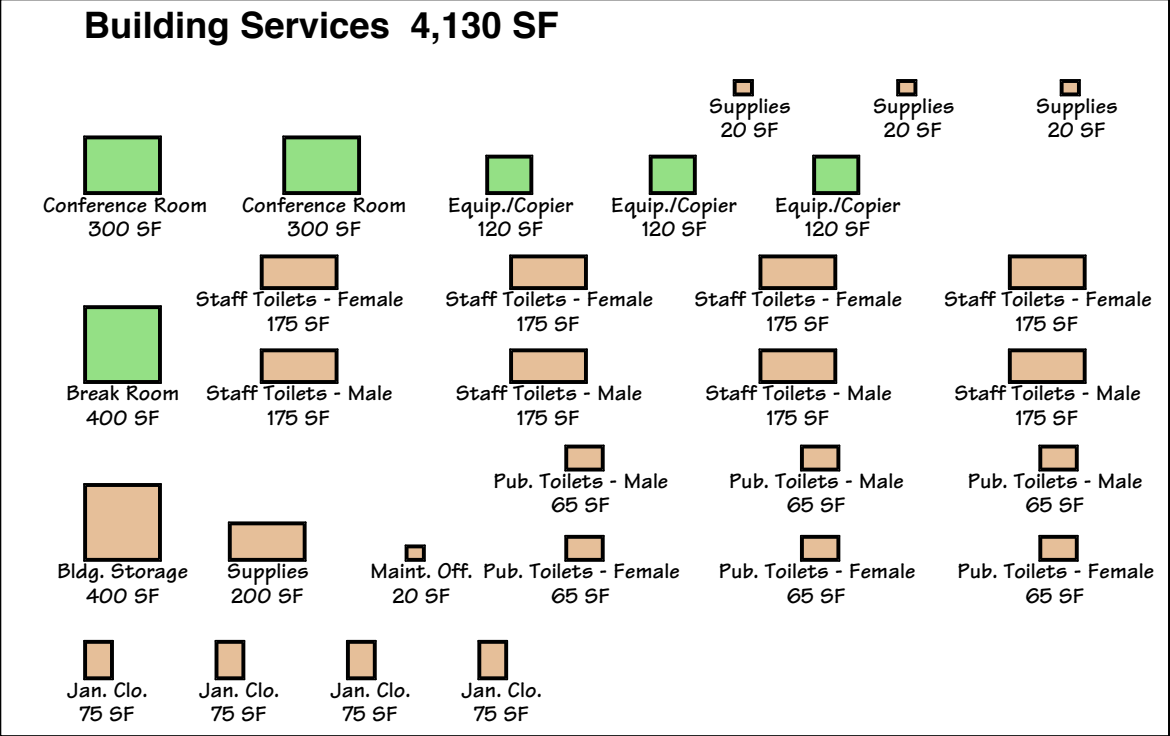
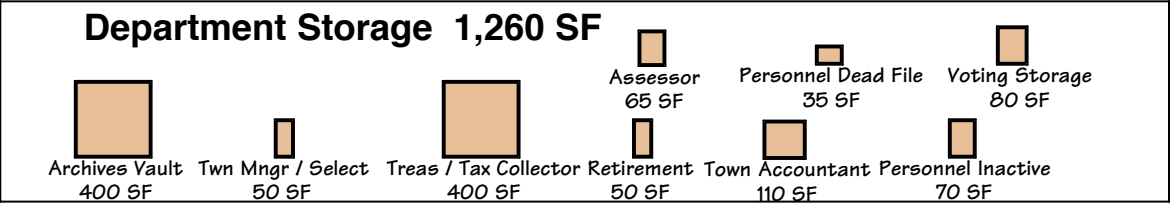
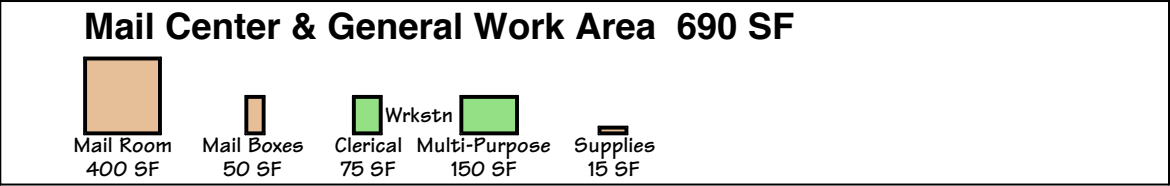
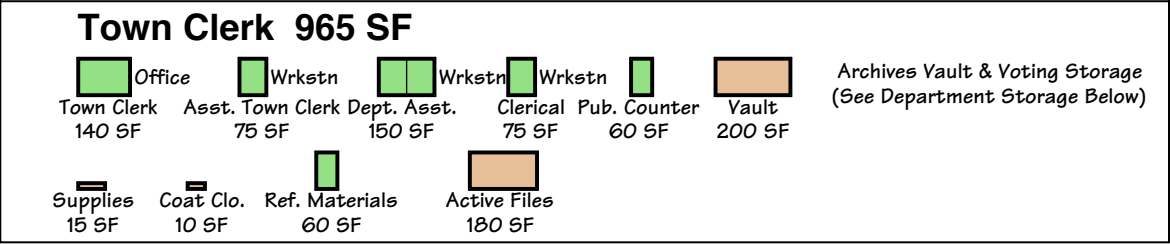
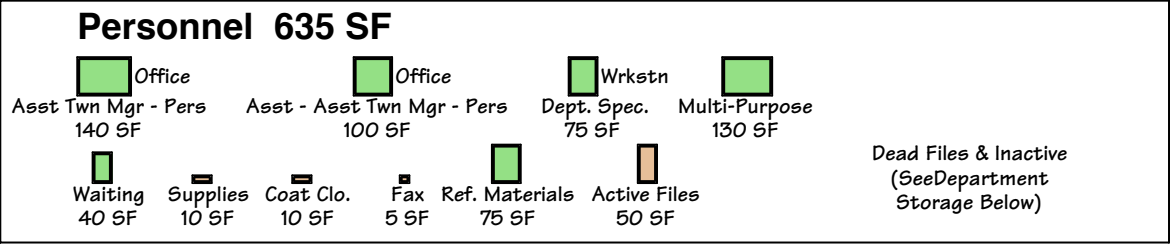
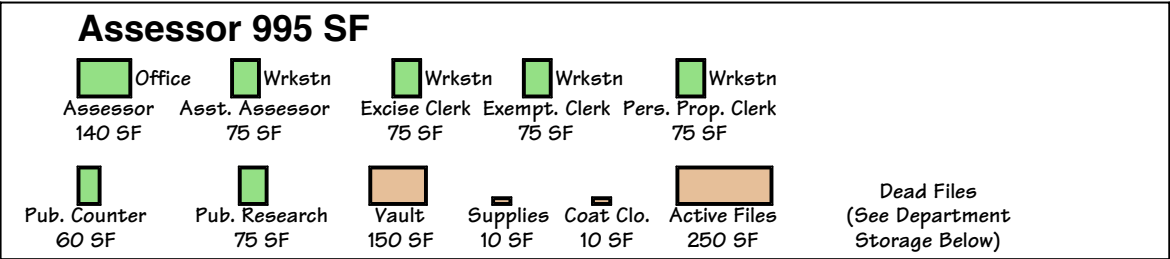
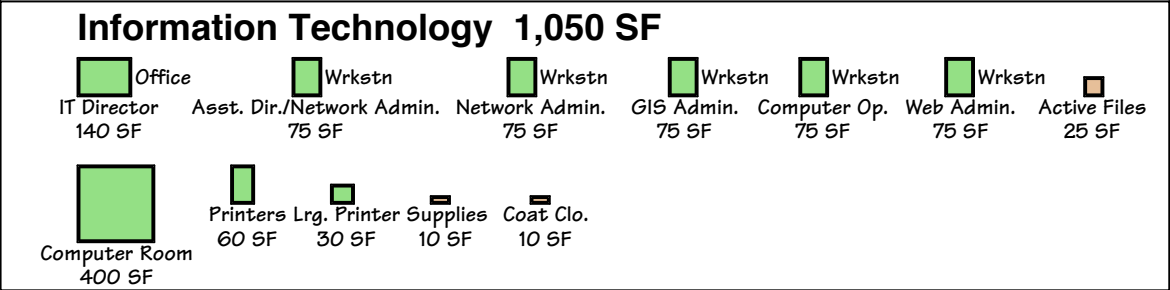
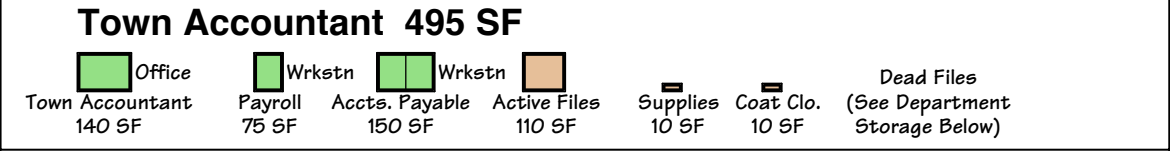
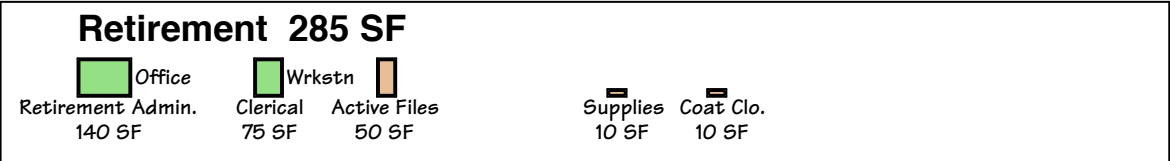
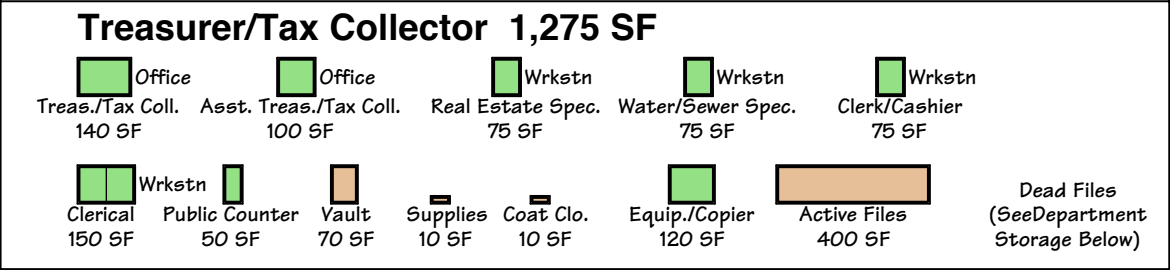
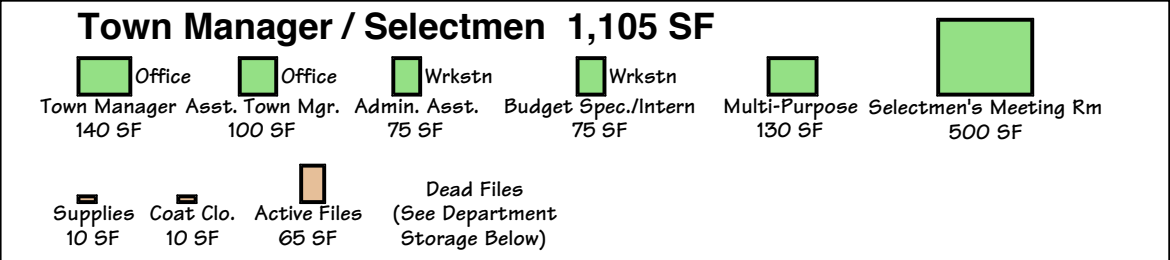
Program Space
Diagrams
Department of
Public Facilities
(MBMD & PPBC)

6,105 Total NSF



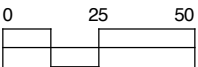
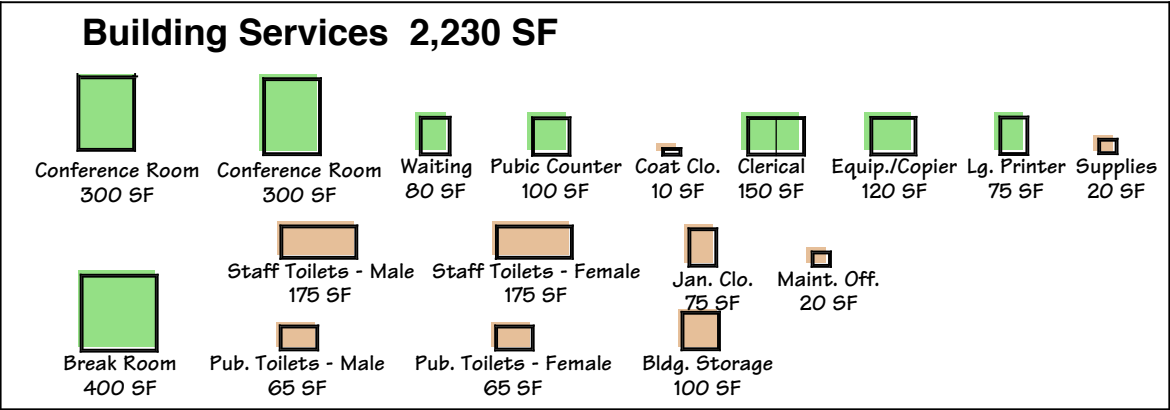
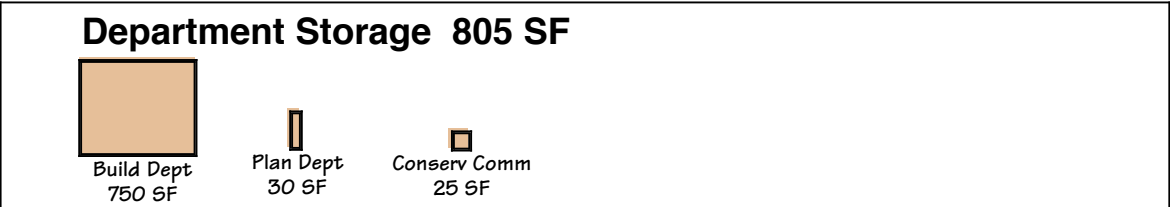
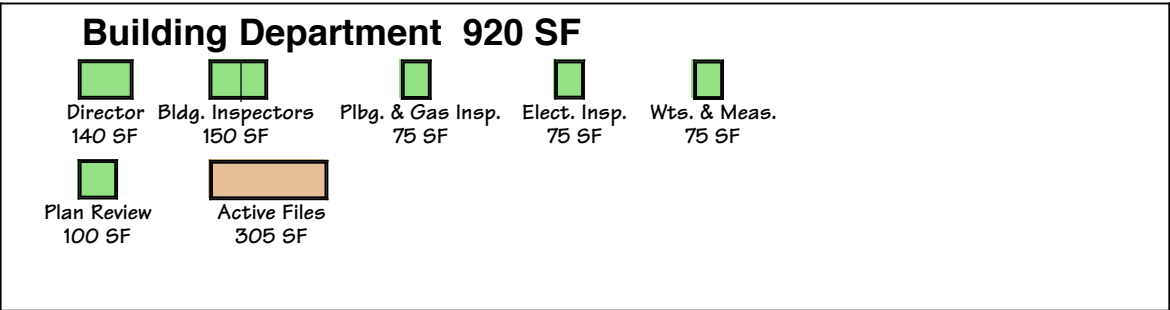
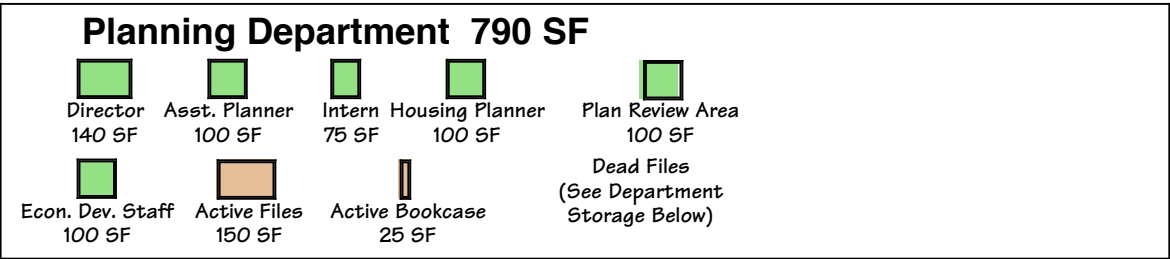
Program Space
Diagrams
Administration

13,420 Total NSF



Program Space
Diagrams
Community
Development

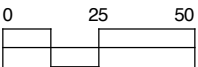
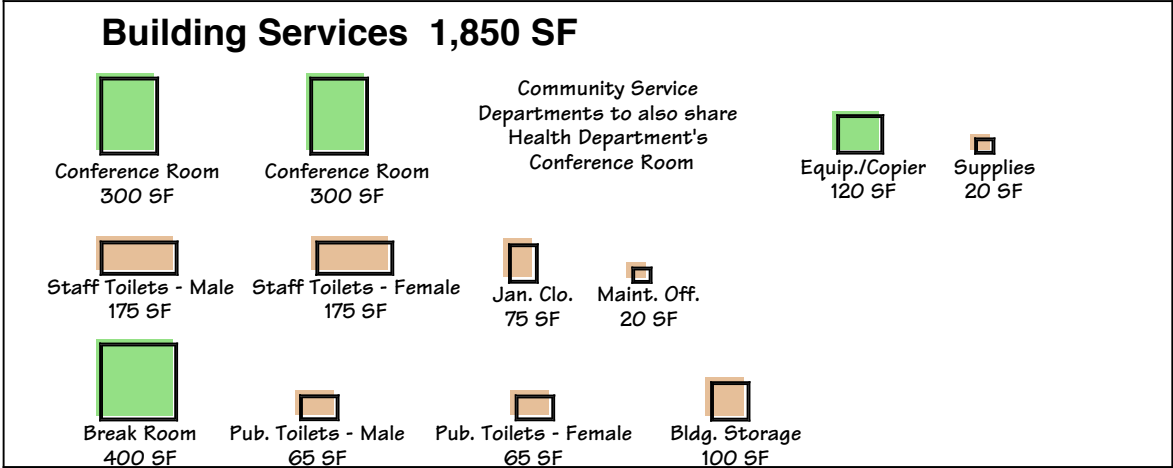
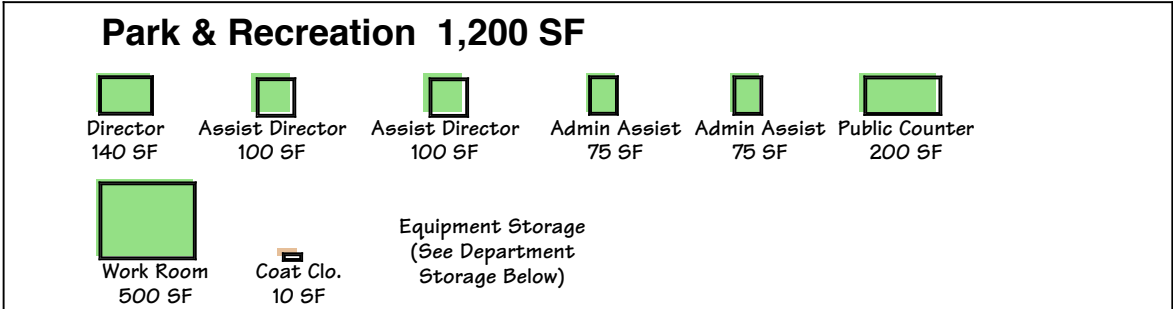
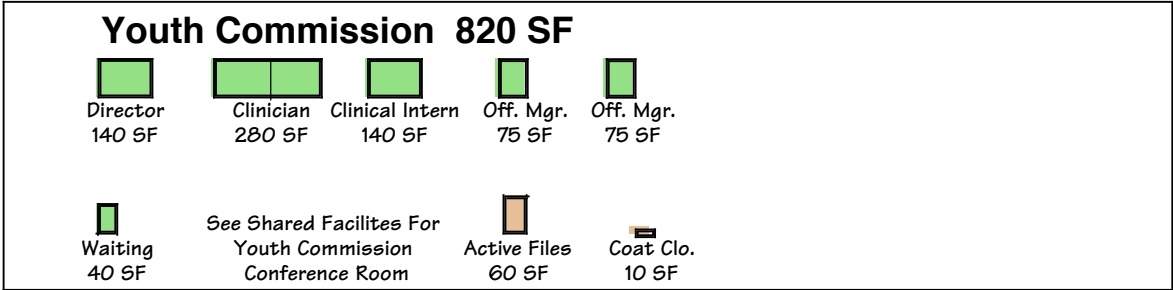
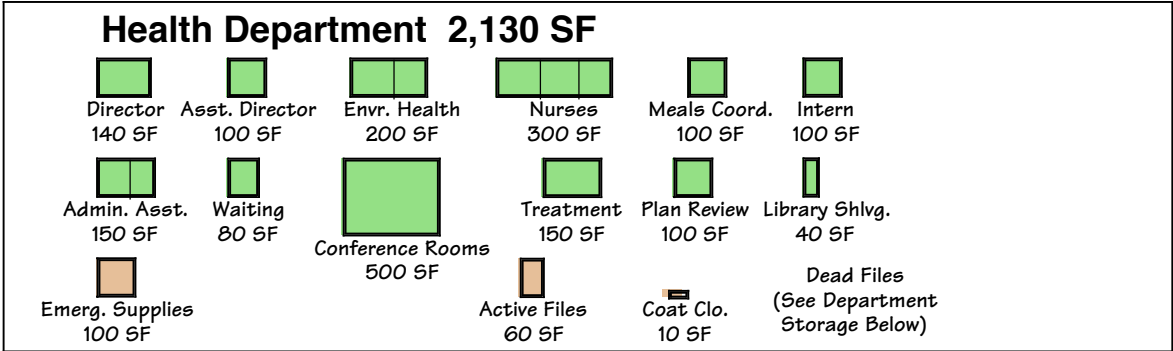
5,235 Total NSF



10 July 2006

Program Space
Diagrams
Community Services

6,925 Total NSF

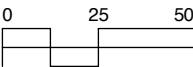
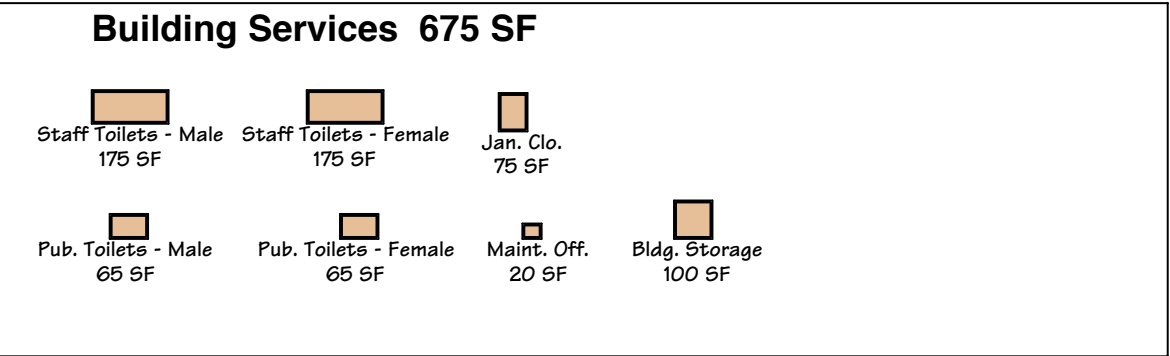
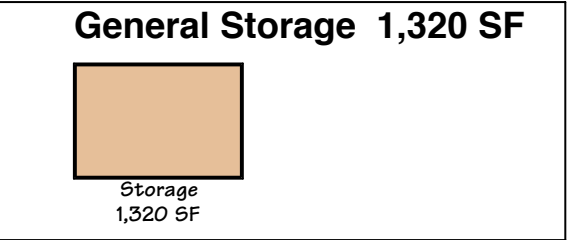
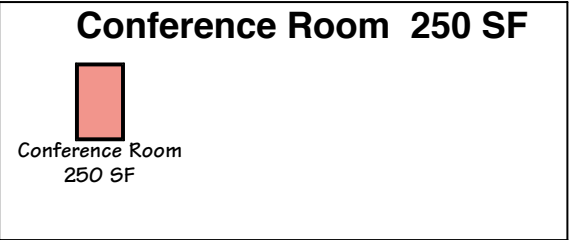
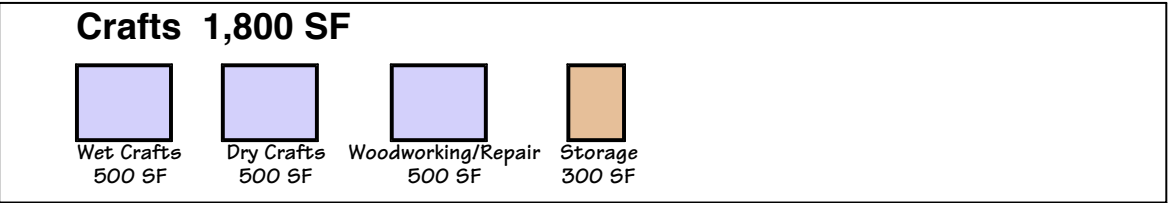
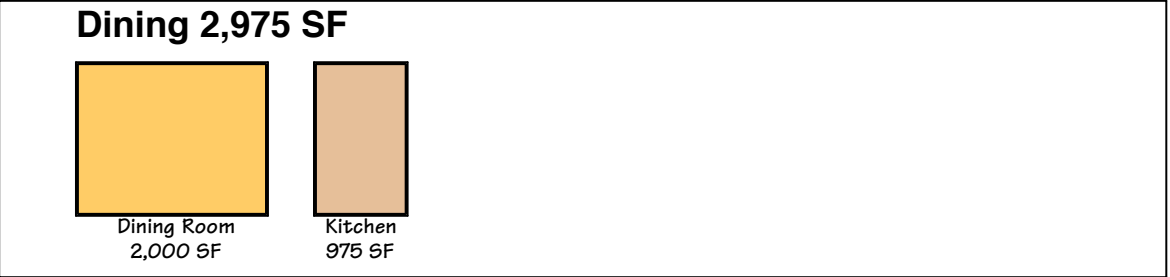
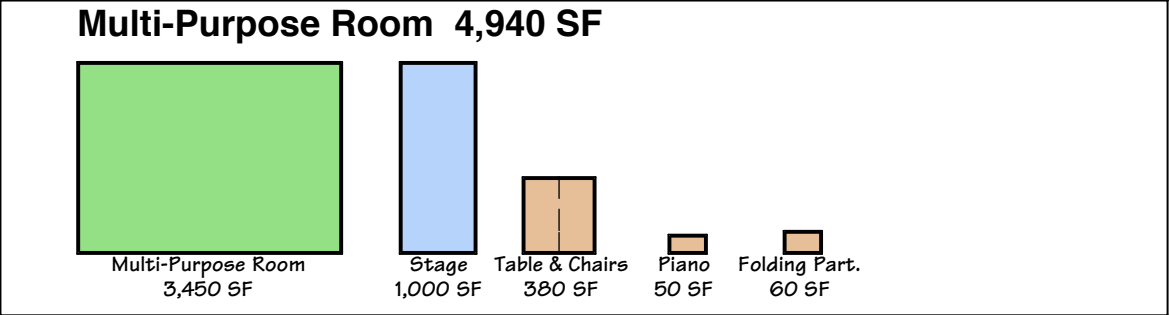
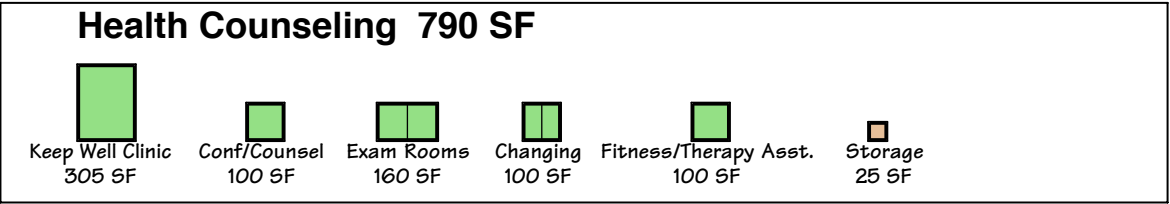
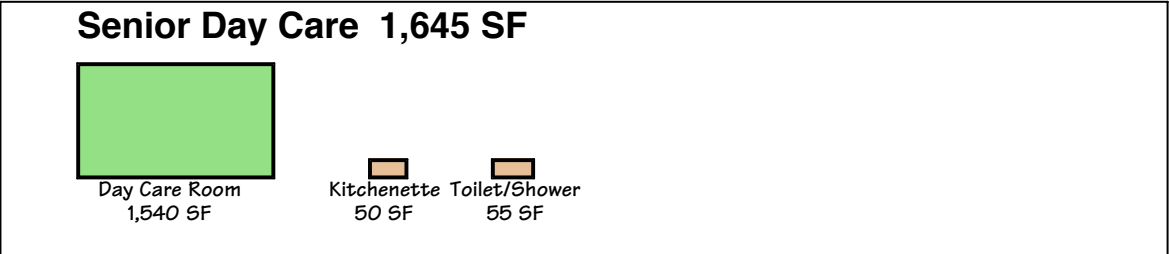
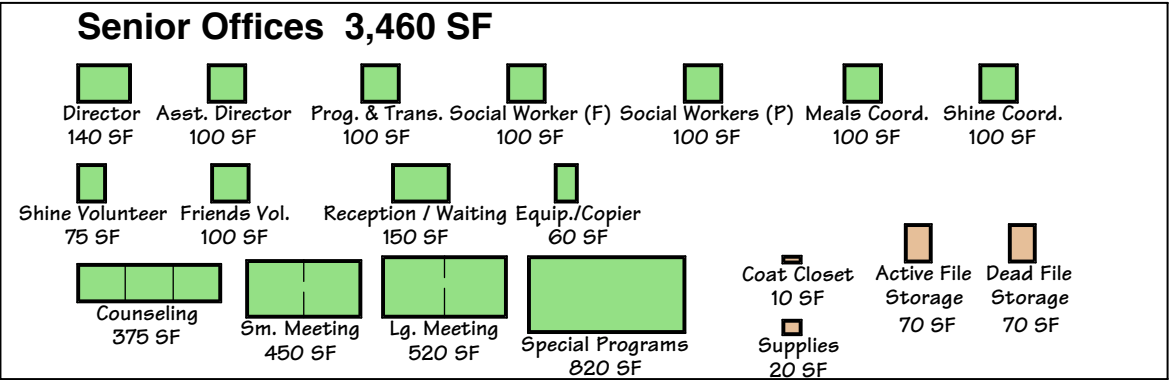
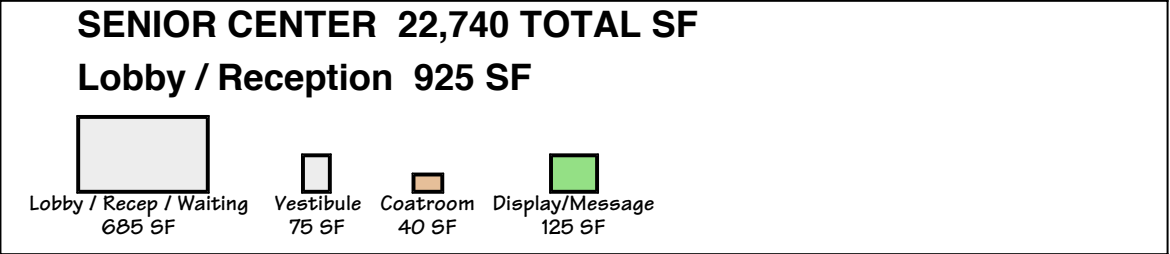


10 July 2006

DiNisco Design Partnership
architects and planners

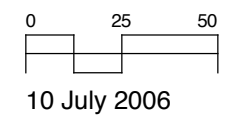
Program Space
Diagrams
Senior Center

22,740 Total NSF



04 October 2006

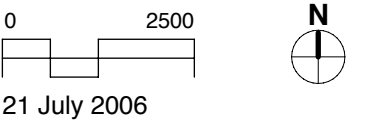
24,975 Total NSF



Town Owned Sites
Under Consideration

Legend

- ① Dedham Ave
- ② Golf Course
- ③ Harris & Great Plain
- ④ Pollard School
- ⑤ High Rock School
- ⑥ Town Forest
- ⑦ Claxton Field
- ⑧ Central Ave
- ⑨ Newman School
- ⑩ Nike
- ⑪ Ridge Hill
- ⑫ Hillside School
- ⑬ Mitchell School
- ⑭ Greendale Ave
- ⑮ Public Safety Bldg
- ⑯ Town Hall
- ⑰ Pickering St.
- ⑱ Emery Grover
- ⑲ Rosemary Lake
- ⑳ John Daley Bldg



DiNisco Design Partnership
architects and planners

Existing Conditions
Dedham Avenue
Site Plan
(DeFazio Park & DPW)

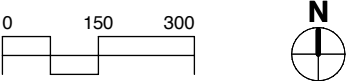
Property Area: 63.0 Acres*

*Acreage given is the toned area shown on the site plan.



- Legend**
- Property area
 - Property Lines
 - 2ft Contour Lines
 - Water Feature**
 - Pond
 - River
 - Stream
 - Wetland Setback**
 - 25ft Wetland Setback
 - 50ft Wetland Setback
 - 100ft Wetland Setback
 - 200ft River Setback
 - Flood Plain**
 - 100 Year Shallow Flooding 1 - 3 Feet
 - 100 Year Flood Plain Detailed
 - 100 Year Flood Plain Approximate
 - Wetland**
 - Bog
 - Deep Marsh
 - Shallow Marsh Meadow or Fen
 - Shrub Swamp
 - Wooded Swamp Deciduous
 - Wooded Swamp Coniferous
 - Wooded Swamp Mixed Trees

Aerial photograph is from
NeedhamGIS data, taken in 1999.



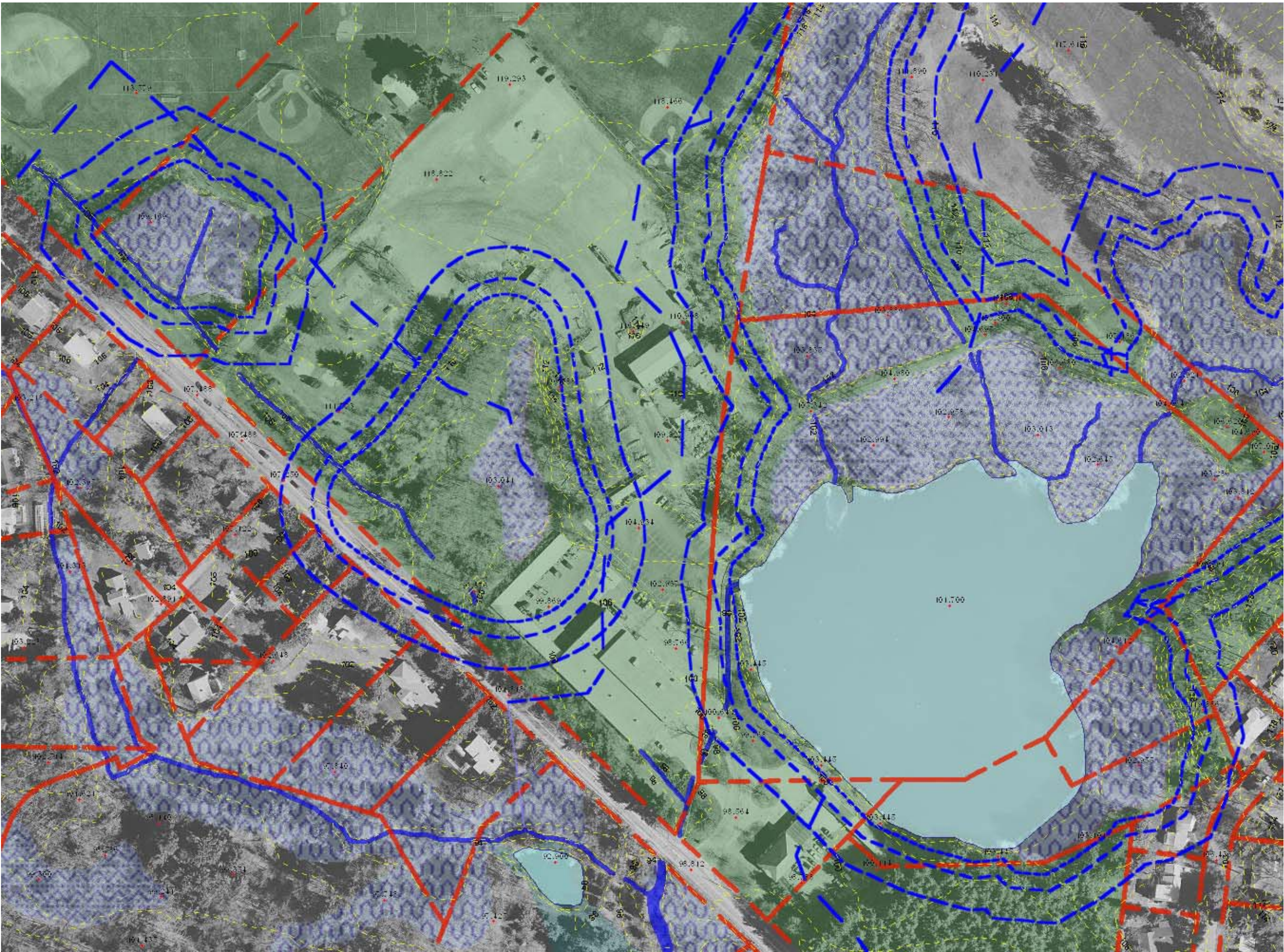
17 April 2006

DiNisco Design Partnership
architects and planners

Existing Conditions
Dedham Avenue
DPW
Site Plan

Property Area: 63.0 Acres*

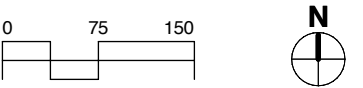
*Acreage given is the toned area shown on the site plan.



Legend

- Property area
- Property Lines
- 2ft Contour Lines
- Water Feature**
 - Pond
 - River
 - Stream
- Wetland Setback**
 - 25ft Wetland Setback
 - 50ft Wetland Setback
 - 100ft Wetland Setback
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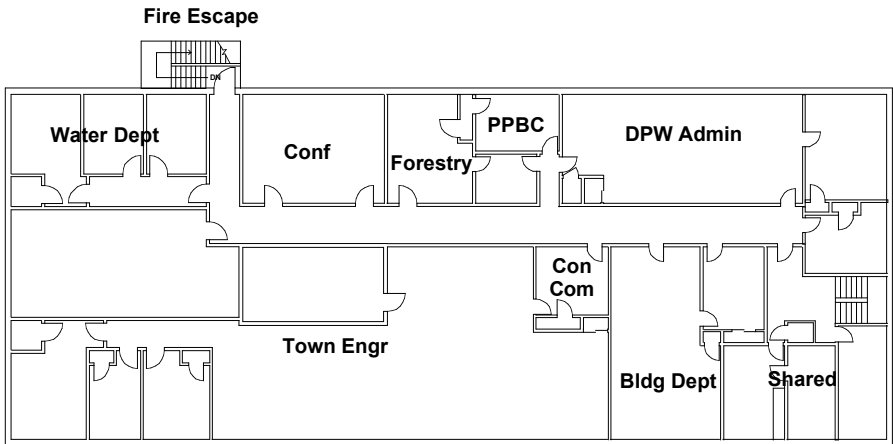
Aerial photograph is from
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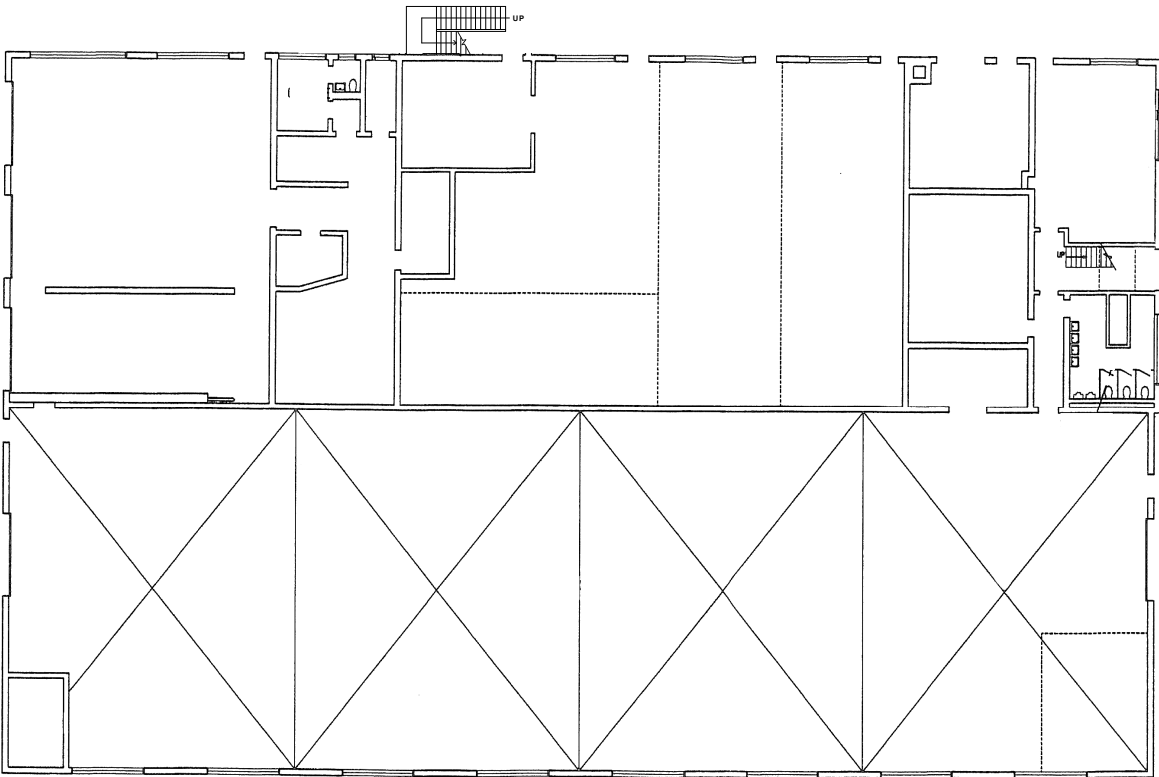
17 April 2006

DiNisco Design Partnership
architects and planners

Existing Conditions
DPW Building
Floor Plans

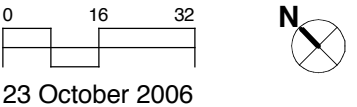


Upper Level



Lower Level

- Site Area**
16.8 Ac
- Building Area**
Main Building
2 ST/ 31,250 GSF
Const. c. 1960
Add. c. 1965
Water Dept.
1ST/ 3,850 GSF
Const. c. 1915
Main Sheds @DPW
1ST/ 6,400 GSF
Const. c.1960
Water Dept. Sheds
1ST/ 3,600 GSF
Const. c. ____
- DPW OFFICES:**
DPW Admin (1,000 SF)
Water & Sewer (450 SF)
Park & Forestry (235 SF)
Highway (300 SF)
Engineering (2,740 SF)
- DPW DIVISION SHOPS:**
Water & Sewer (3,850 SF)
Park & Forestry (1,600 SF)
Highway (1,600 SF)
Garage (3,700 SF)
- DPW VEHICLE & EQUIPMENT STORAGE**
(11,000SF)
- OTHER TOWN OFFICES:**
BUILDING DEPT. (550 SF)
ZBA (150 SF)
Con Com (145 SF)
PPBC/Pub. Facilities (225 SF)



Existing Conditions
Needham
Golf Course
Site Plan

Property Area: 46.6 Acres*

*Acreage given is the toned area shown on the site plan.



Legend

- Property area
- Property Lines
- 2ft Contour Lines
- Water Feature**
 - Pond
 - River
 - Stream
- Wetland Setback**
 - 25ft Wetland Setback
 - 50ft Wetland Setback
 - 100ft Wetland Setback
 - 200ft River Setback
- Flood Plain**
 - 100 Year Shallow Flooding 1 - 3 Feet
 - 100 Year Flood Plain Detailed
 - 100 Year Flood Plain Approximate
- Wetland**
 - Bog
 - Deep Marsh
 - Shallow Marsh Meadow or Fen
 - Shrub Swamp
 - Wooded Swamp Deciduous
 - Wooded Swamp Coniferous
 - Wooded Swamp Mixed Trees

Aerial photograph is from
NeedhamGIS data, taken in 1999.

0 150 300

17 April 2006

N

DiNisco Design Partnership
architects and planners

Existing Conditions
Harris Avenue
Site Plan

Property Area: 3.3 Acres*

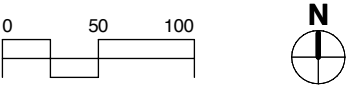
*Acreage given is the toned area shown on the site plan.



Legend

- Property area
- Property Lines
- 2ft Contour Lines
- Water Feature**
 - Pond
 - River
 - Stream
- Wetland Setback**
 - 25ft Wetland Setback
 - 50ft Wetland Setback
 - 100ft Wetland Setback
 - 200ft River Setback
- Flood Plain**
 - 100 Year Shallow Flooding 1 - 3 Feet
 - 100 Year Flood Plain Detailed
 - 100 Year Flood Plain Approximate
- Wetland**
 - Bog
 - Deep Marsh
 - Shallow Marsh Meadow or Fen
 - Shrub Swamp
 - Wooded Swamp Deciduous
 - Wooded Swamp Coniferous
 - Wooded Swamp Mixed Trees

Aerial photograph is from
NeedhamGIS data, taken in 1999.



17 April 2006

DiNisco Design Partnership
architects and planners

Existing Conditions
Pollard
Middle School
Site Plan

Property Area: 15.6 Acres*

*Acreage given is the toned area shown on the site plan.



Legend

- Property area
- Property Lines
- 2ft Contour Lines

Water Feature

- Pond
- River
- Stream

Wetland Setback

- 25ft Wetland Setback
- 50ft Wetland Setback
- 100ft Wetland Setback
- 200ft River Setback

Flood Plain

- 100 Year Shallow Flooding 1 - 3 Feet
- 100 Year Flood Plain Detailed
- 100 Year Flood Plain Approximate

Wetland

- Bog
- Deep Marsh
- Shallow Marsh Meadow or Fen
- Shrub Swamp
- Wooded Swamp Deciduous
- Wooded Swamp Coniferous
- Wooded Swamp Mixed Trees

Aerial photograph is from
NeedhamGIS data, taken in 1999.

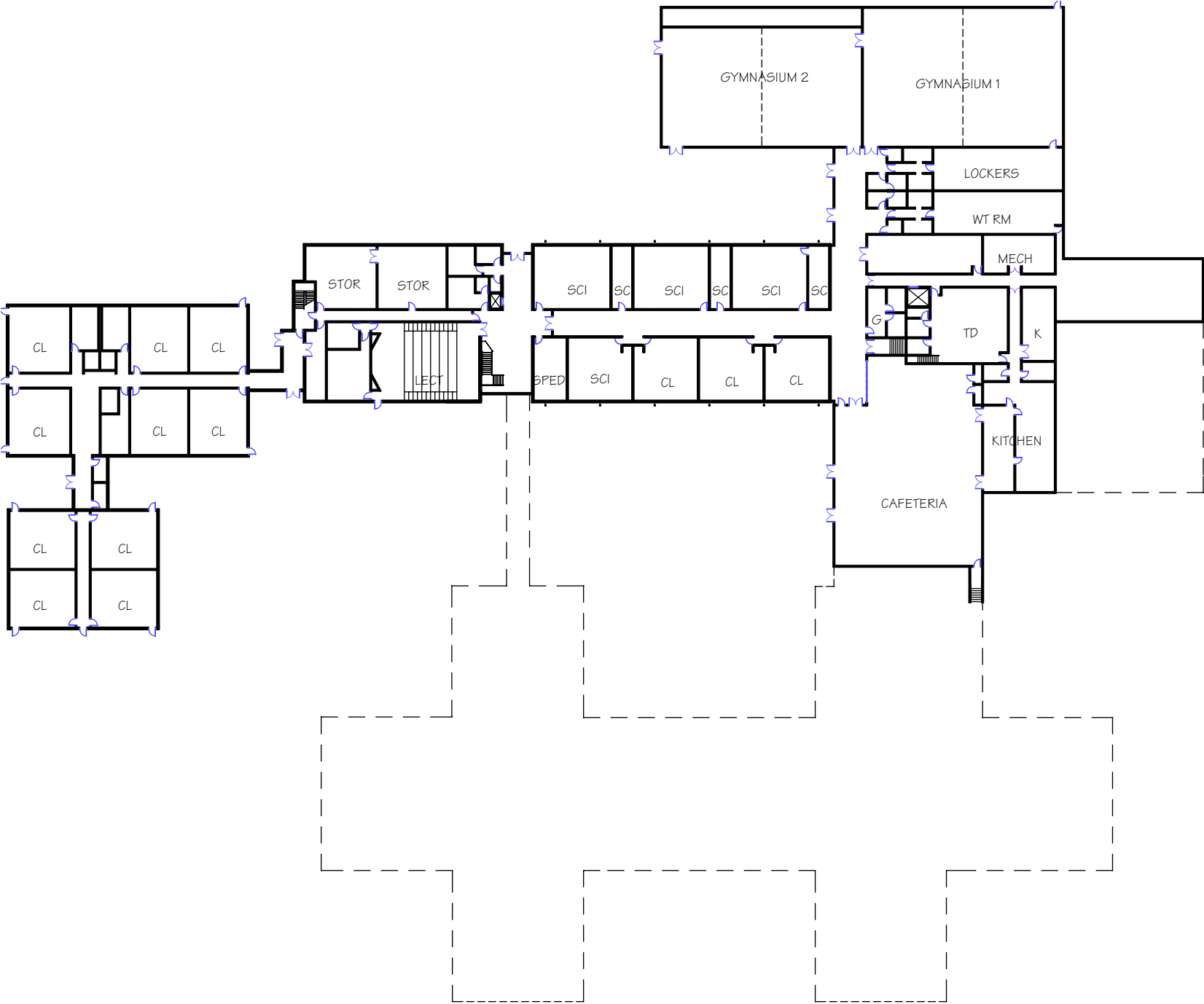
0 75 150

13 July 2006

N

DiNisco Design Partnership
architects and planners

Existing Conditions
Pollard
Middle School
Floor Plans

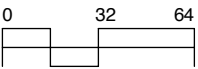


Lower Level

Site Area
15.6 Ac

Building Area
2ST/ 133,975 GSF
Const. c. 1958
Add. c. 1969
Reno/add c. 1995
Portables 2002

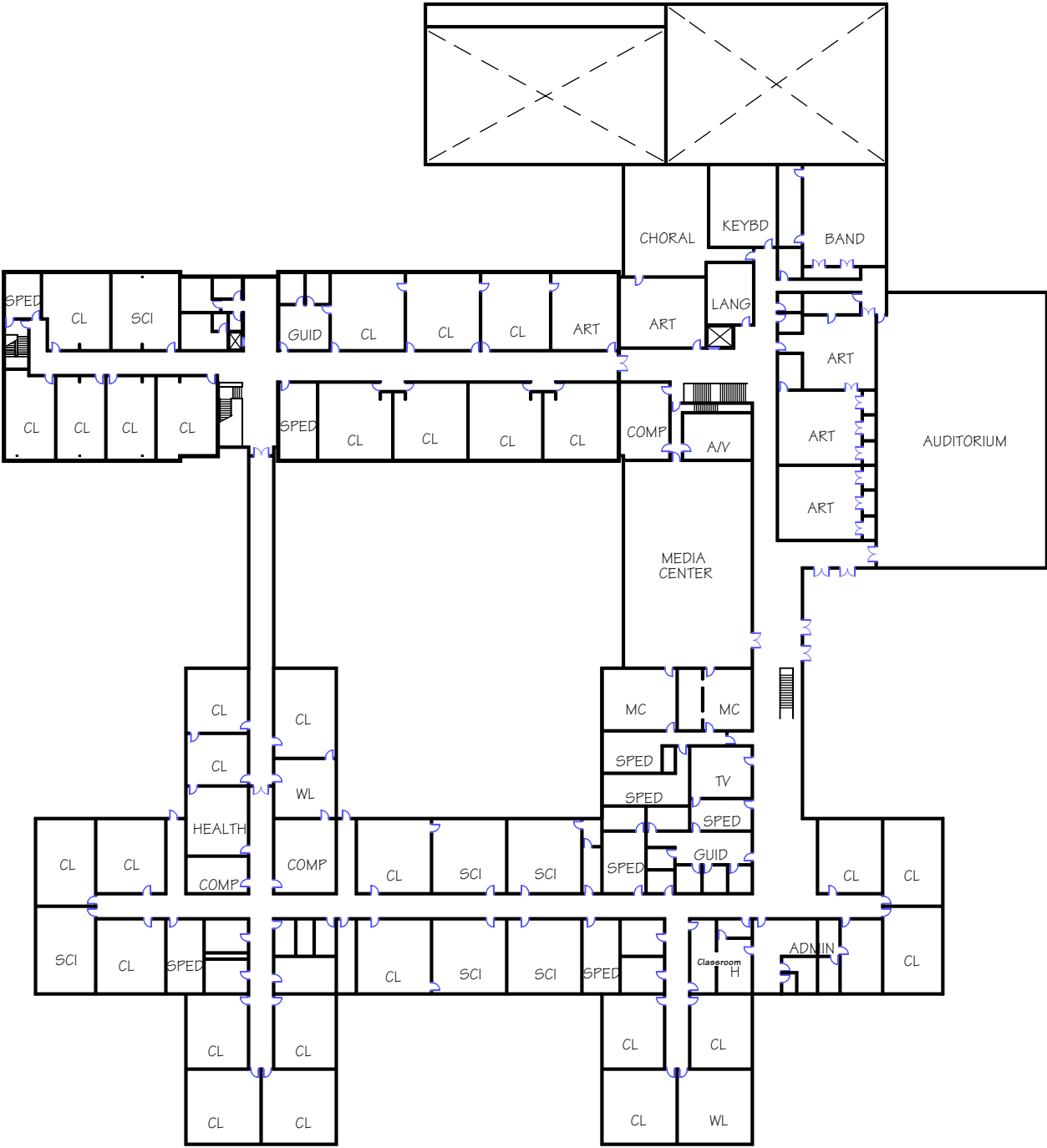
GR 6-8
Capacity w/port. 1058
Capacity w/o port. 858
Current Enrollment 1090



14 July 2006

DiNisco Design Partnership
architects and planners

Existing Conditions
Pollard
Middle School
Floor Plans

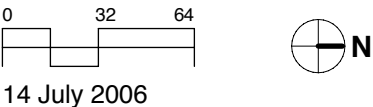


Upper Level

Site Area
15.6 Ac

Building Area
2ST/ 133,975 GSF
Const. c. 1958
Add. c. 1969
Reno/add c. 1995
Portables 2002

GR 6-8
Capacity w/port. 1058
Capacity w/o port. 858
Current Enrollment 1090



Existing Conditions
High Rock
Elementary School
Site Plan

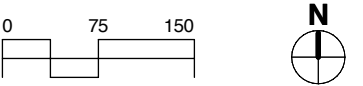
Property Area: 11.9 Acres*

*Acreage given is the toned area shown on the site plan.



- Legend
- Property area
 - Property Lines
 - 2ft Contour Lines
 - Water Feature
 - Pond
 - River
 - Stream
 - Wetland Setback
 - 25ft Wetland Setback
 - 50ft Wetland Setback
 - 100ft Wetland Setback
 - 200ft River Setback
 - Flood Plain
 - 100 Year Shallow Flooding 1 - 3 Feet
 - 100 Year Flood Plain Detailed
 - 100 Year Flood Plain Approximate
 - Wetland
 - Bog
 - Deep Marsh
 - Shallow Marsh Meadow or Fen
 - Shrub Swamp
 - Wooded Swamp Deciduous
 - Wooded Swamp Coniferous
 - Wooded Swamp Mixed Trees

Aerial photograph is from
NeedhamGIS data, taken in 1999.



17 April 2006

DiNisco Design Partnership
architects and planners

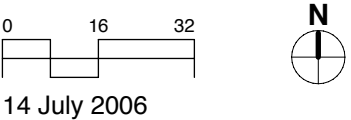
Existing Conditions
High Rock
Elementary School
Floor Plans



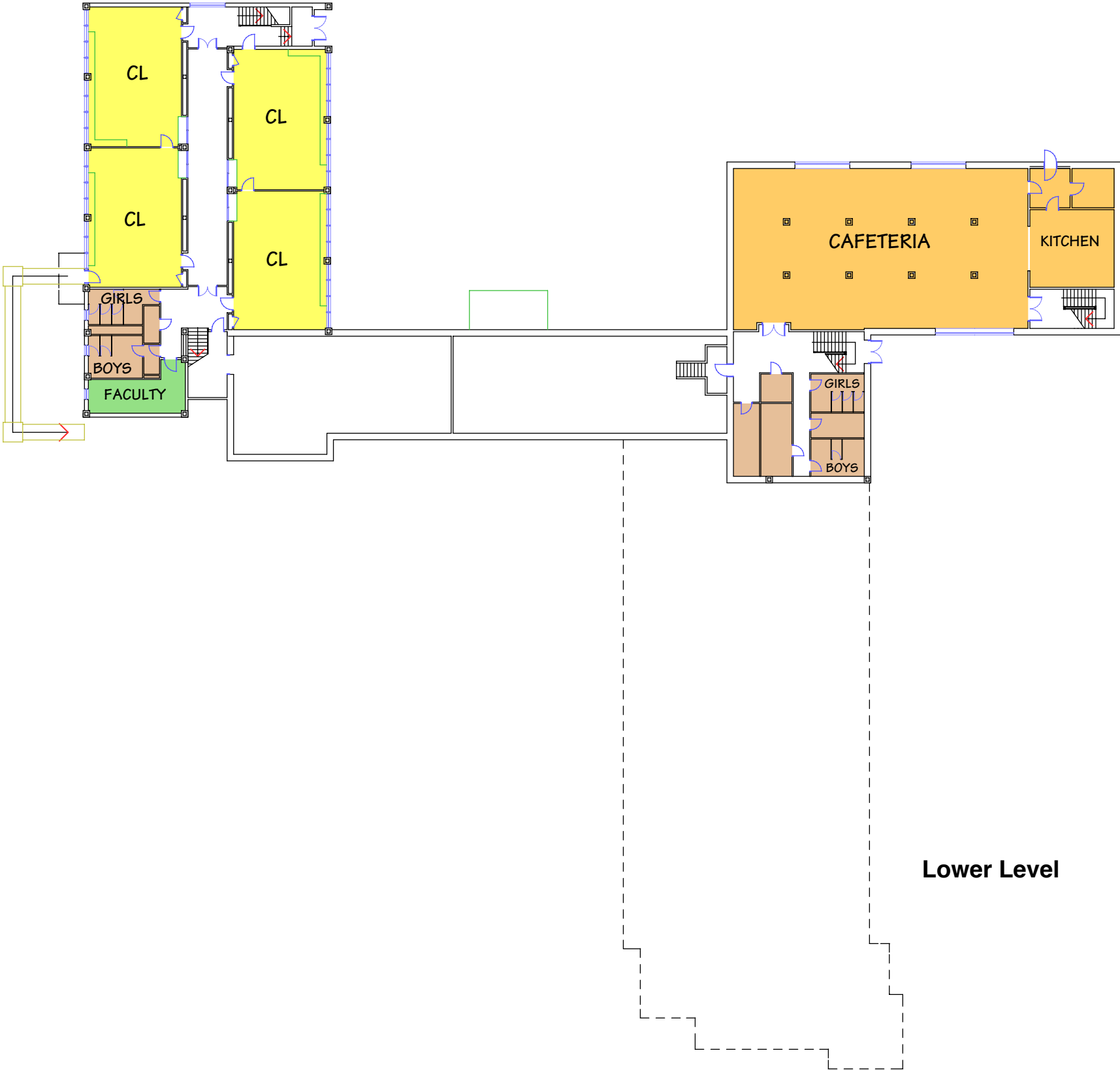
Site Area
11.9 Ac

Building Area
2ST/ 38,987 GSF
Const. c. 1948
Add. c. 1950's
Repairs c. 1998, 2003

Vacant
(Some KASE Cr's)



Existing Conditions
High Rock
Elementary School
Floor Plans

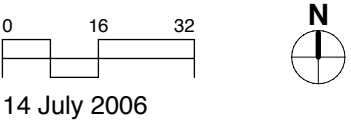


Site Area
11.9 Ac

Building Area
2ST/ 38,987 GSF
Const. c. 1948
Add. c. 1950's
Repairs c. 1998, 2003

Vacant
(Some KASE Cr's)

Lower Level



Existing Conditions
Town Forest
Site Plan

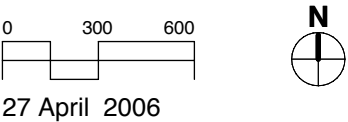
Property Area: 206.0 Acres*

*Acreage given is the toned area shown on the site plan.



- Legend
- Property area
 - Property Lines
 - 2ft Contour Lines
 - Water Feature
 - Pond
 - River
 - Stream
 - Wetland Setback
 - 25ft Wetland Setback
 - 50ft Wetland Setback
 - 100ft Wetland Setback
 - 200ft River Setback
 - Flood Plain
 - 100 Year Shallow Flooding 1 - 3 Feet
 - 100 Year Flood Plain Detailed
 - 100 Year Flood Plain Approximate
 - Wetland
 - Bog
 - Deep Marsh
 - Shallow Marsh Meadow or Fen
 - Shrub Swamp
 - Wooded Swamp Deciduous
 - Wooded Swamp Coniferous
 - Wooded Swamp Mixed Trees

Aerial photograph is from
NeedhamGIS data, taken in 1999.



DiNisco Design Partnership
architects and planners

Existing Conditions
Central Avenue
RTS / Landfill /
“12 Acres”
Site Plan

Property Areas: *
RTS 81.8 Acres

*Acreage given is the toned area
shown on the site plan.

Legend

Property area

Property Lines

2ft Contour Lines

Water Feature

Pond

River

Stream

Wetland Setback

25ft Wetland Setback

50ft Wetland Setback

100ft Wetland Setback

200ft River Setback

Flood Plain

100 Year Shallow Flooding 1 - 3 Feet

100 Year Flood Plain Detailed

100 Year Flood Plain Approximate

Wetland

Bog

Deep Marsh

Shallow Marsh Meadow or Fen

Shrub Swamp

Wooded Swamp Deciduous

Wooded Swamp Coniferous

Wooded Swamp Mixed Trees

Aerial photograph is from
NeedhamGIS data, taken in 1999.

0 150 300

17 April 2006

N

DiNisco Design Partnership
architects and planners

Existing Conditions
Claxton Field
Site Plan

Property Areas: *
Claxton 17.3 Acres

*Acreage given is the toned area
shown on the site plan.

Legend

- Property area
- Property Lines
- 2ft Contour Lines

Water Feature

- Pond
- River
- Stream

Wetland Setback

- 25ft Wetland Setback
- 50ft Wetland Setback
- 100ft Wetland Setback
- 200ft River Setback

Flood Plain

- 100 Year Shallow Flooding 1 - 3 Feet
- 100 Year Flood Plain Detailed
- 100 Year Flood Plain Approximate

Wetland

- Bog
- Deep Marsh
- Shallow Marsh Meadow or Fen
- Shrub Swamp
- Wooded Swamp Deciduous
- Wooded Swamp Coniferous
- Wooded Swamp Mixed Trees

Aerial photograph is from
NeedhamGIS data, taken in 1999.

0 75 150

17 April 2006

N

DiNisco Design Partnership
architects and planners

Existing Conditions
Newman
Elementary School
Site Plan

Property Area: 64.4 Acres*

*Acreage given is the toned area shown on the site plan.

Legend

Property area

Property Lines

2ft Contour Lines

Water Feature

- Pond
- River
- Stream

Wetland Setback

- 25ft Wetland Setback
- 50ft Wetland Setback
- 100ft Wetland Setback
- 200ft River Setback

Flood Plain

- 100 Year Shallow Flooding 1 - 3 Feet
- 100 Year Flood Plain Detailed
- 100 Year Flood Plain Approximate

Wetland

- Bog
- Deep Marsh
- Shallow Marsh Meadow or Fen
- Shrub Swamp
- Wooded Swamp Deciduous
- Wooded Swamp Coniferous
- Wooded Swamp Mixed Trees

Aerial photograph is from
NeedhamGIS data, taken in 1999.

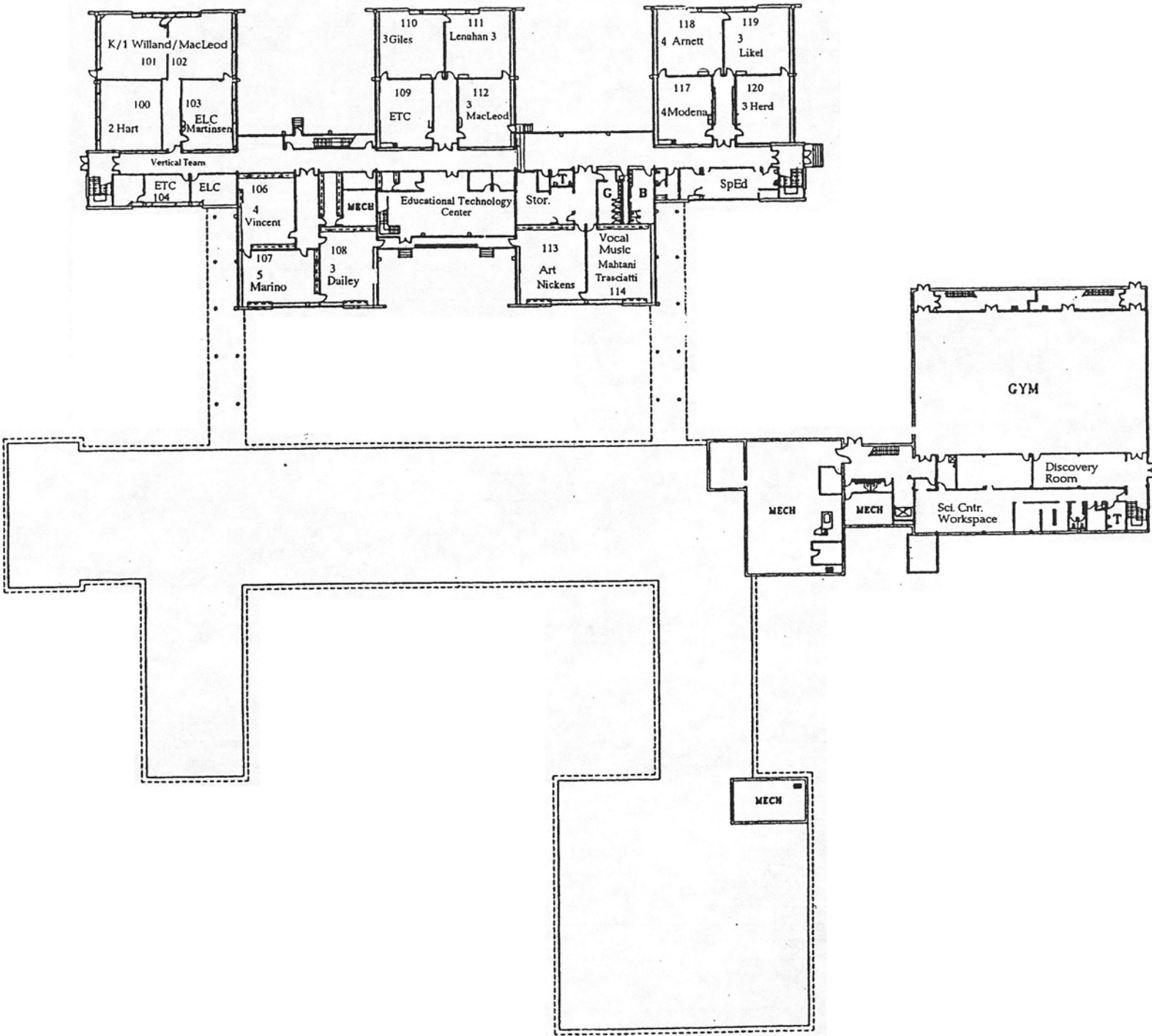
0 75 150

17 April 2006

N

DiNisco Design Partnership
architects and planners

Existing Conditions
Newman
Elementary School
Floor Plans

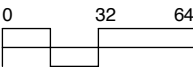


Lower Level

Site Area
64.4 Ac

Building Area
2ST/ 112,050 GSF
Const. c. 1960
Reno c. 1995

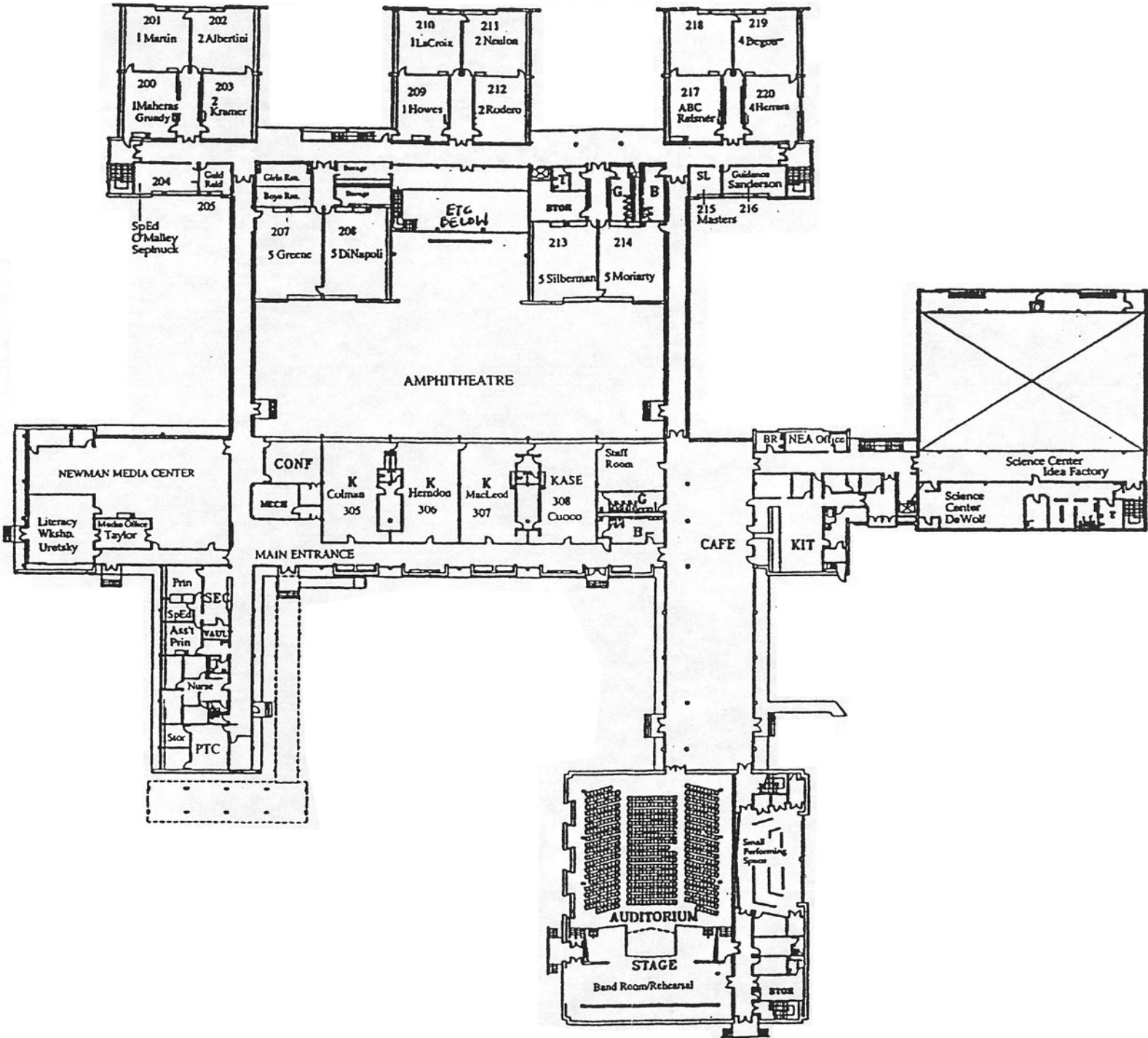
PK - 5
Capacity 600
K-5 + 80 PK
Current Enrollment 671
K-5 + 86 PK



14 July 2006

DiNisco Design Partnership
Limited
architects and planners

Existing Conditions
Newman
Elementary School
Floor Plans

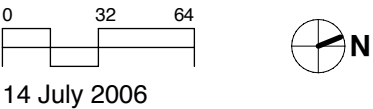


Upper Level

Site Area
64.4 Ac

Building Area
2ST/ 112,050 GSF
Const. c. 1960
Reno c. 1995

PK - 5
Capacity 600
K-5 + 80 PK
Current Enrollment 671
K-5 + 86 PK



Existing Conditions
Nike
Ridge Hill
Site Plan

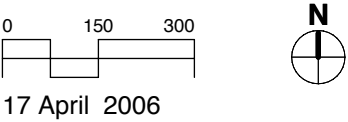
Property Areas: *
Nike 18.5 Acres
Ridge Hill ~20 Acres

*Acreage given is the toned area
shown on the site plan.

Legend

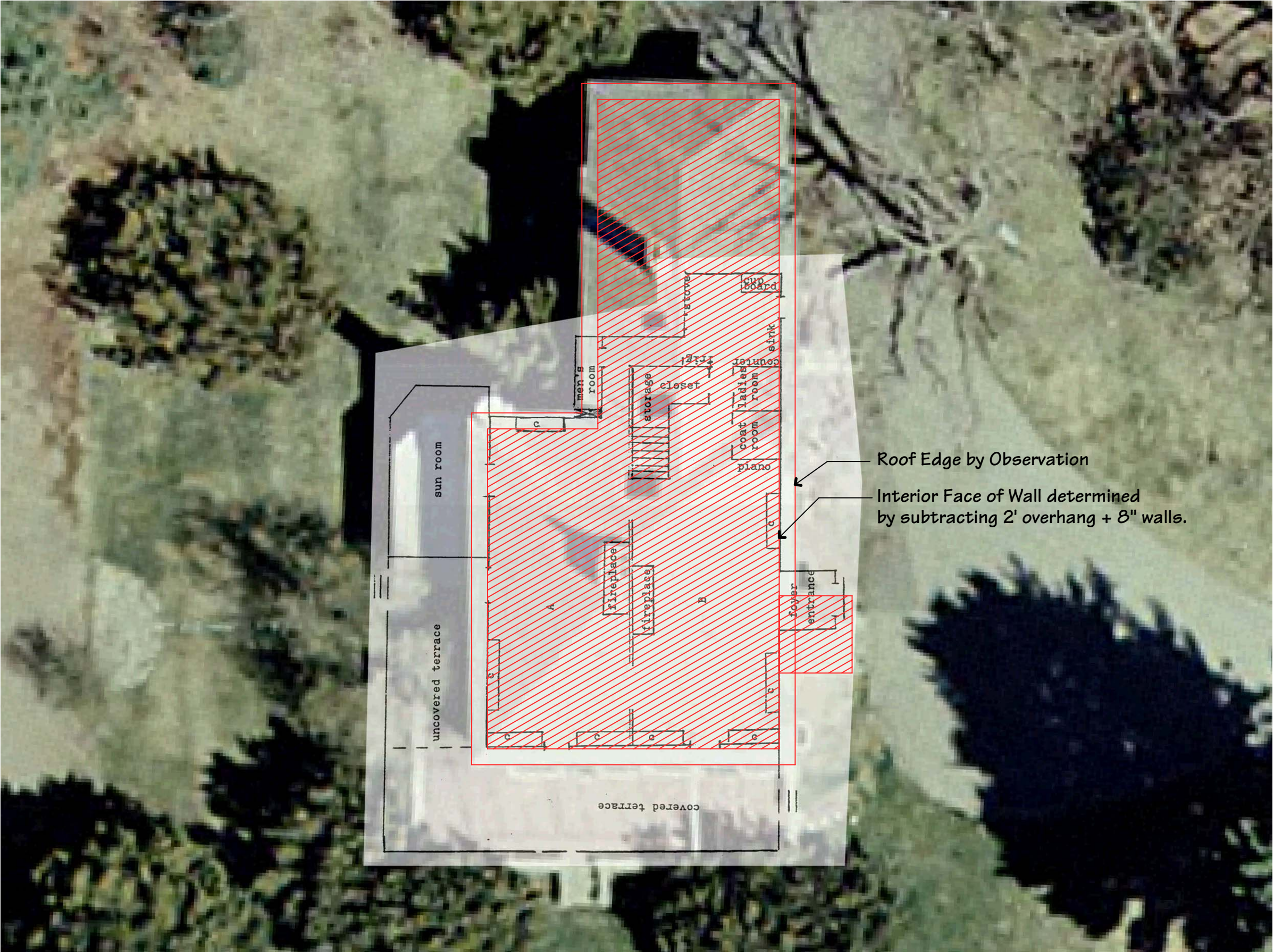
- Property area
- Property Lines
- 2ft Contour Lines
- Water Feature
 - Pond
 - River
 - Stream
- Wetland Setback
 - 25ft Wetland Setback
 - 50ft Wetland Setback
 - 100ft Wetland Setback
 - 200ft River Setback
- Flood Plain
 - 100 Year Shallow Flooding 1 - 3 Feet
 - 100 Year Flood Plain Detailed
 - 100 Year Flood Plain Approximate
- Wetland
 - Bog
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 - Shrub Swamp
 - Wooded Swamp Deciduous
 - Wooded Swamp Coniferous
 - Wooded Swamp Mixed Trees

Aerial photograph is from
NeedhamGIS data, taken in 1999.

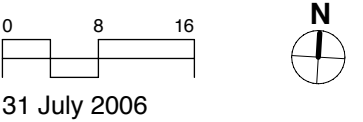


DiNisco Design Partnership
architects and planners

Existing Conditions
Nike
Ridge Hill
Floor Plan



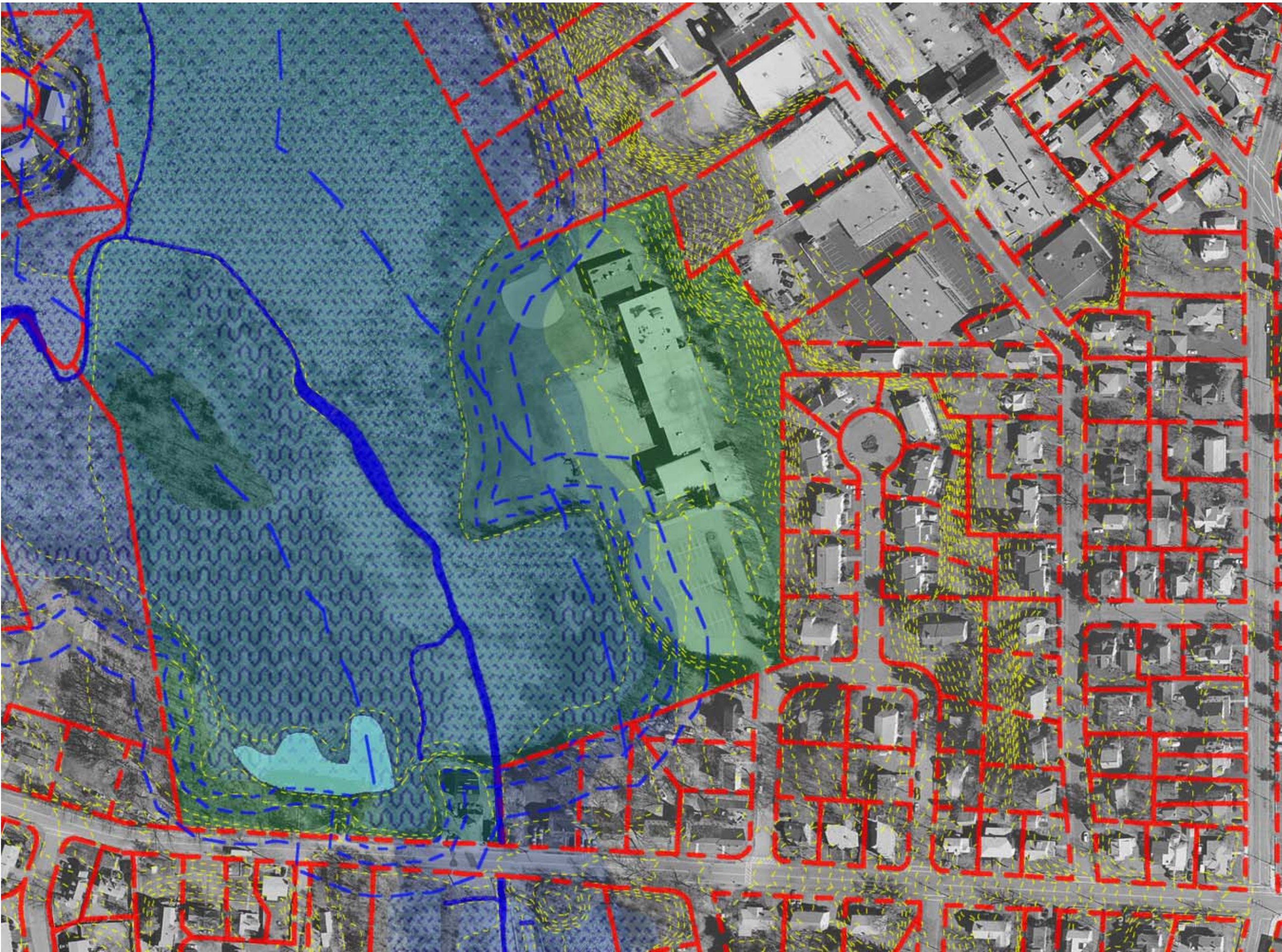
Existing First Floor Plan Overlayed on Aerial Photo



Existing Conditions
Hillside
Elementary School
Site Plan

Property Area: 27.8 Acres*

*Acreage given is the toned area shown on the site plan.



Legend

- Property area
- Property Lines
- 2ft Contour Lines

Water Feature

- Pond
- River
- Stream

Wetland Setback

- 25ft Wetland Setback
- 50ft Wetland Setback
- 100ft Wetland Setback
- 200ft River Setback

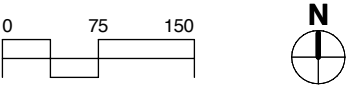
Flood Plain

- 100 Year Shallow Flooding 1 - 3 Feet
- 100 Year Flood Plain Detailed
- 100 Year Flood Plain Approximate

Wetland

- Bog
- Deep Marsh
- Shallow Marsh Meadow or Fen
- Shrub Swamp
- Wooded Swamp Deciduous
- Wooded Swamp Coniferous
- Wooded Swamp Mixed Trees

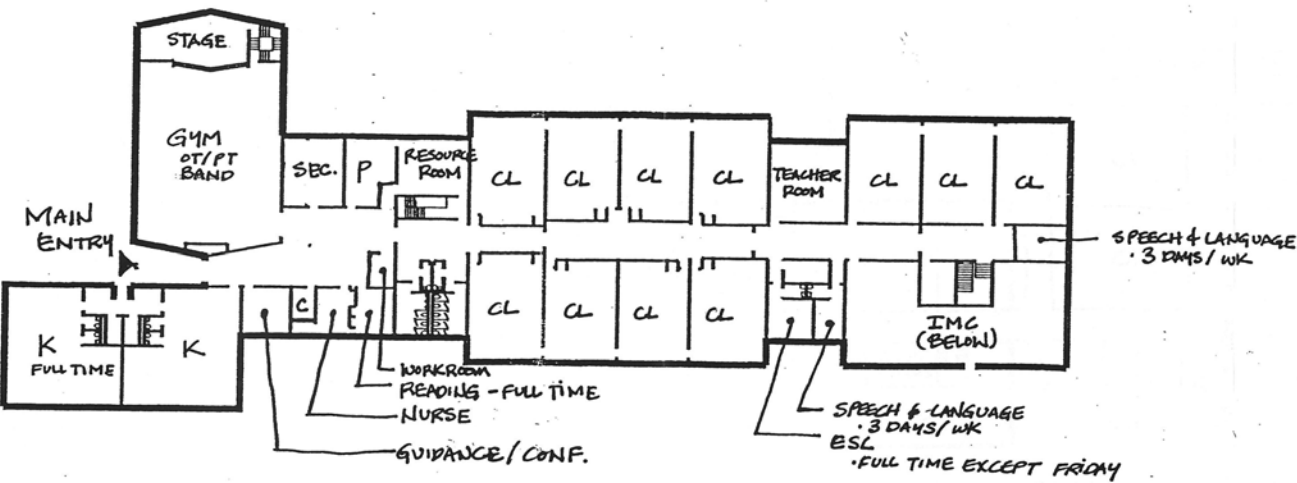
Aerial photograph is from
NeedhamGIS data, taken in 1999.



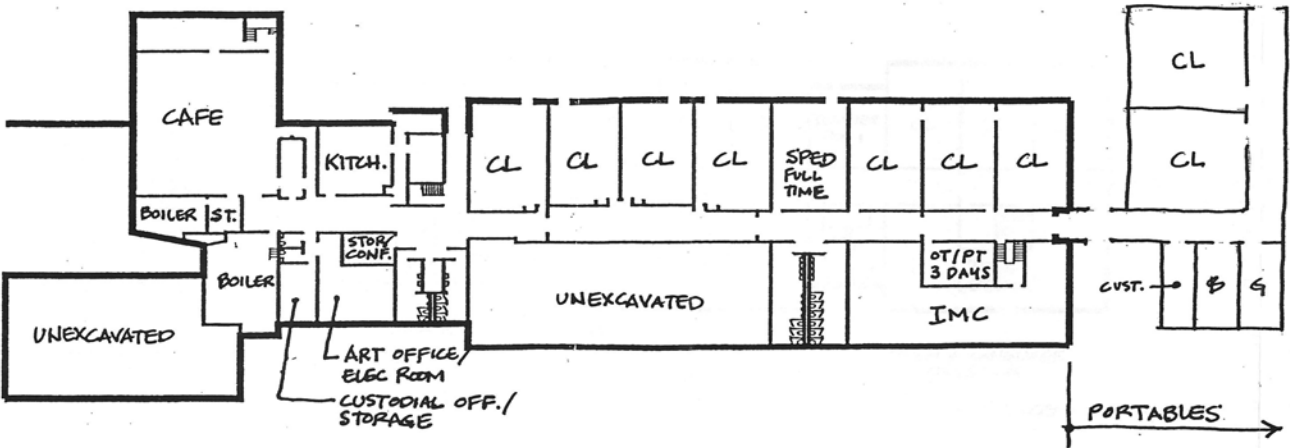
17 April 2006

DiNisco Design Partnership
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Existing Conditions
Hillside
Elementary School
Floor Plans



Upper Level

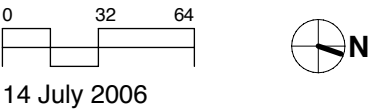


Lower Level

Site Area
27.8 Ac

Building Area
2ST/ 46,901 GSF
Const. c. 1961
Add. c. 1968
Portables c. 1996

K - 5
Capacity 400
Current Enrollment 386



Existing Conditions
Mitchell
Elementary School
Site Plan

Property Area: 16.1 Acres*

*Acreage given is the toned area shown on the site plan.



Legend

- Property area
- Property Lines
- 2ft Contour Lines

Water Feature

- Pond
- River
- Stream

Wetland Setback

- 25ft Wetland Setback
- 50ft Wetland Setback
- 100ft Wetland Setback
- 200ft River Setback

Flood Plain

- 100 Year Shallow Flooding 1 - 3 Feet
- 100 Year Flood Plain Detailed
- 100 Year Flood Plain Approximate

Wetland

- Bog
- Deep Marsh
- Shallow Marsh Meadow or Fen
- Shrub Swamp
- Wooded Swamp Deciduous
- Wooded Swamp Coniferous
- Wooded Swamp Mixed Trees

Aerial photograph is from
NeedhamGIS data, taken in 1999.

0 75 150

17 April 2006

N

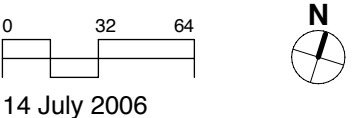
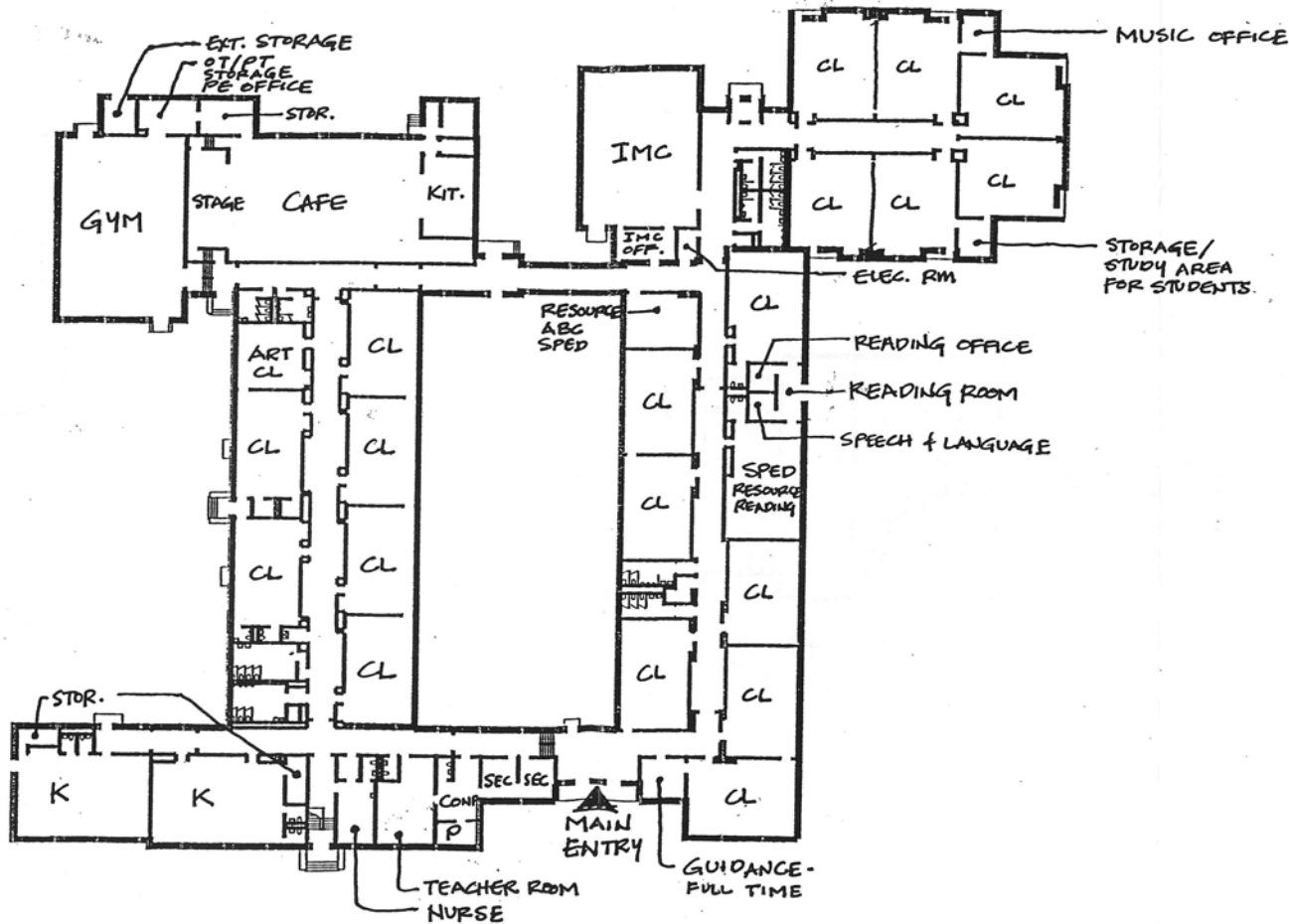
DiNisco Design Partnership
architects and planners

Existing Conditions
Mitchell
Elementary School
Floor Plans

Site Area
16.1 Ac

Building Area
1ST/ 60,123 GSF
Const. c. 1941
Add. c. 1968

K - 5
Capacity 400
Current Enrollment 437



DiNisco Design Partnership
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Existing Conditions
Greendale Avenue
Site Plan

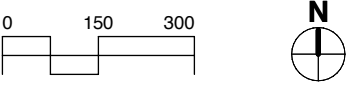
Property Area: 13.0 Acres*

*Acreage given is the toned area shown on the site plan.



- Legend
- Property area
 - Property Lines
 - 2ft Contour Lines
- Water Feature
- Pond
 - River
 - Stream
- Wetland Setback
- 25ft Wetland Setback
 - 50ft Wetland Setback
 - 100ft Wetland Setback
 - 200ft River Setback
- Flood Plain
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 - 100 Year Flood Plain Detailed
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- Wetland
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 - Deep Marsh
 - Shallow Marsh Meadow or Fen
 - Shrub Swamp
 - Wooded Swamp Deciduous
 - Wooded Swamp Coniferous
 - Wooded Swamp Mixed Trees

Aerial photograph is from
NeedhamGIS data, taken in 1999.



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Existing Conditions
Public Safety
Building
Site Plan

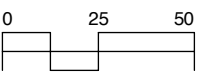
Property Area: 1.4 Acres*

*Acreage given is the toned area shown on the site plan.

Legend

- Property area
- Property Lines
- 2ft Contour Lines
- Water Feature
 - Pond
 - River
 - Stream
- Wetland Setback
 - 25ft Wetland Setback
 - 50ft Wetland Setback
 - 100ft Wetland Setback
 - 200ft River Setback
- Flood Plain
 - 100 Year Shallow Flooding 1 - 3 Feet
 - 100 Year Flood Plain Detailed
 - 100 Year Flood Plain Approximate
- Wetland
 - Bog
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 - Shallow Marsh Meadow or Fen
 - Shrub Swamp
 - Wooded Swamp Deciduous
 - Wooded Swamp Coniferous
 - Wooded Swamp Mixed Trees

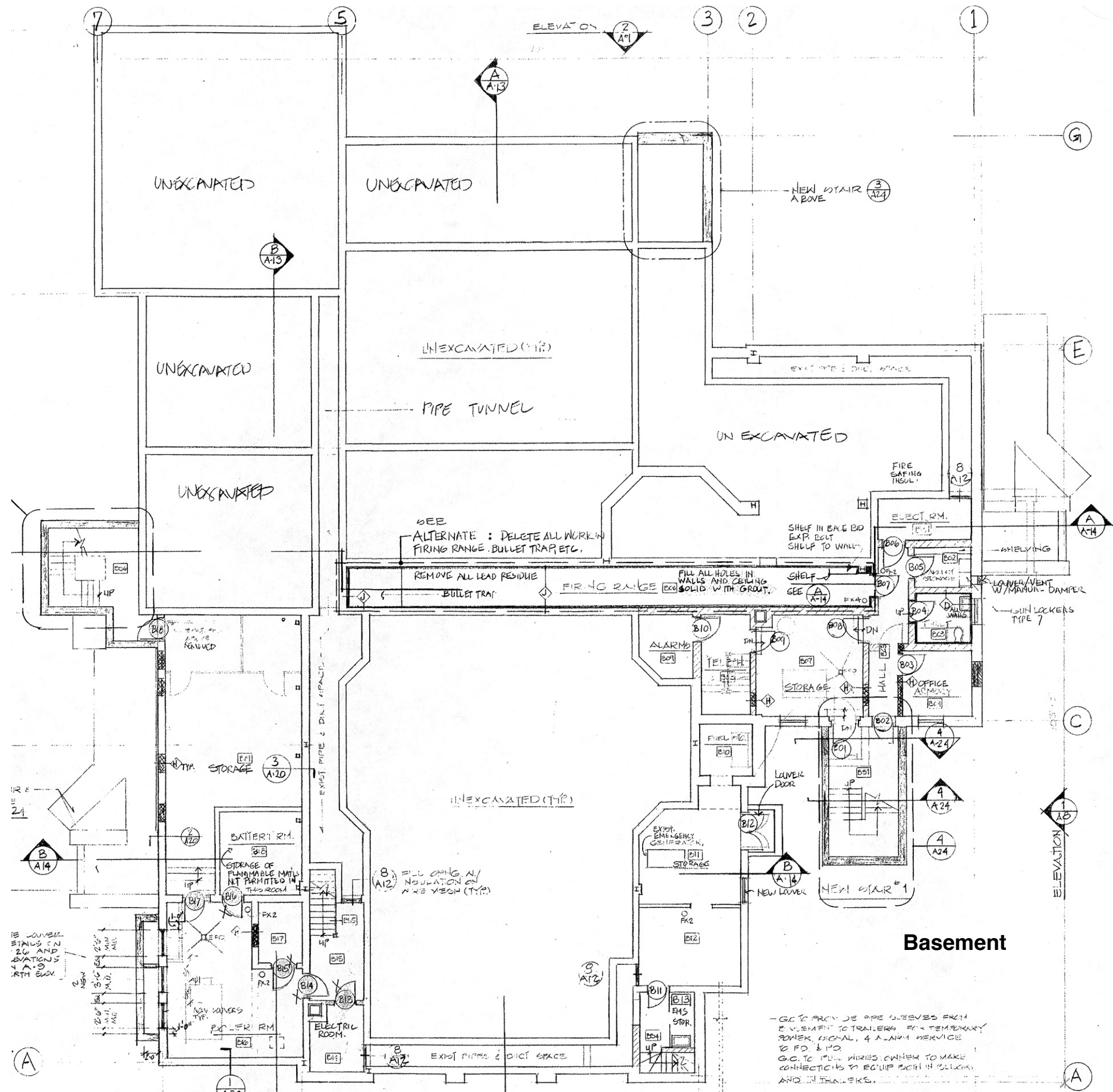
Aerial photograph is from
NeedhamGIS data, taken in 1999.



17 April 2006

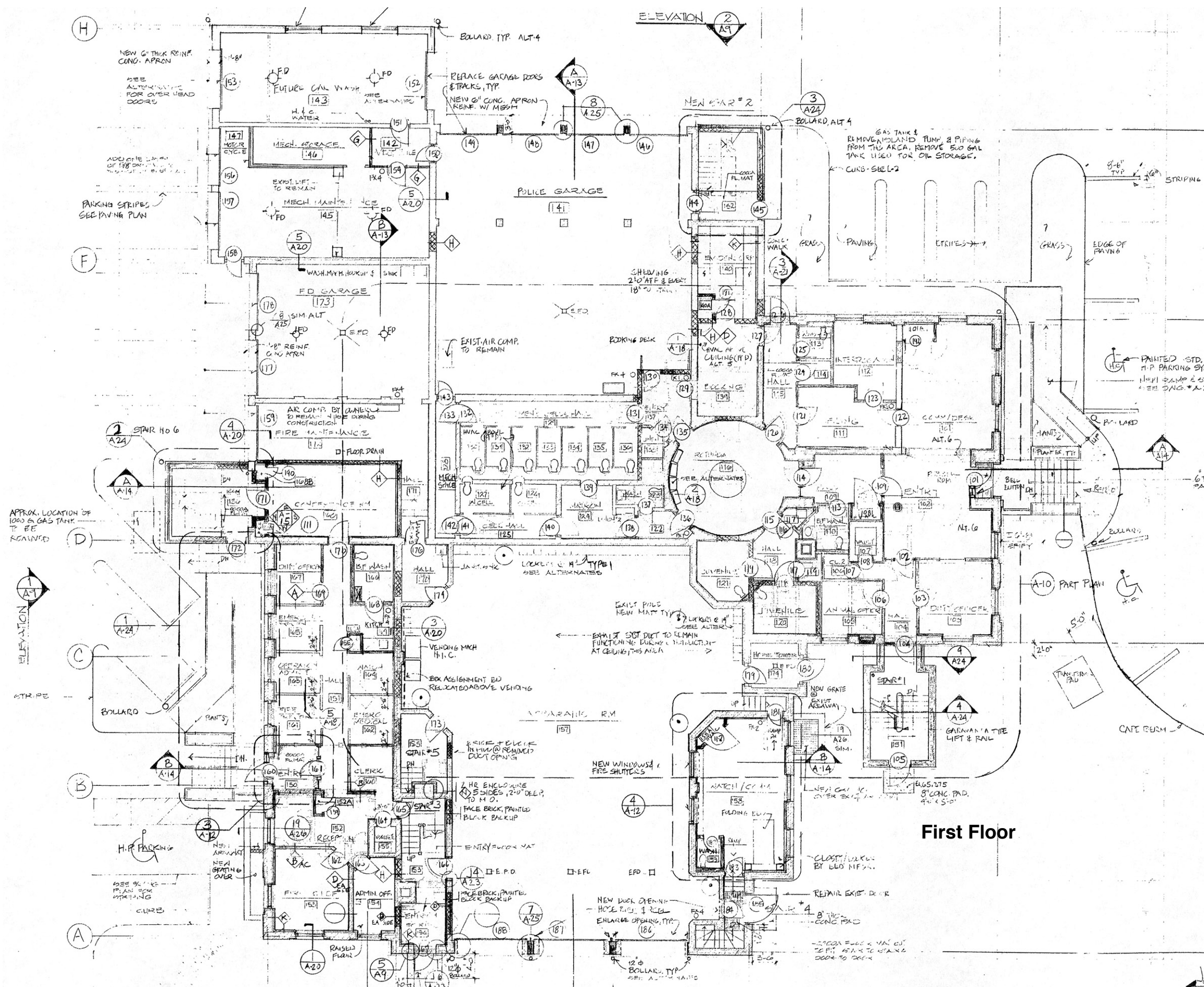
DiNisco Design Partnership
architects and planners

Existing Conditions
Public Safety
Building
Floor Plans



Basement

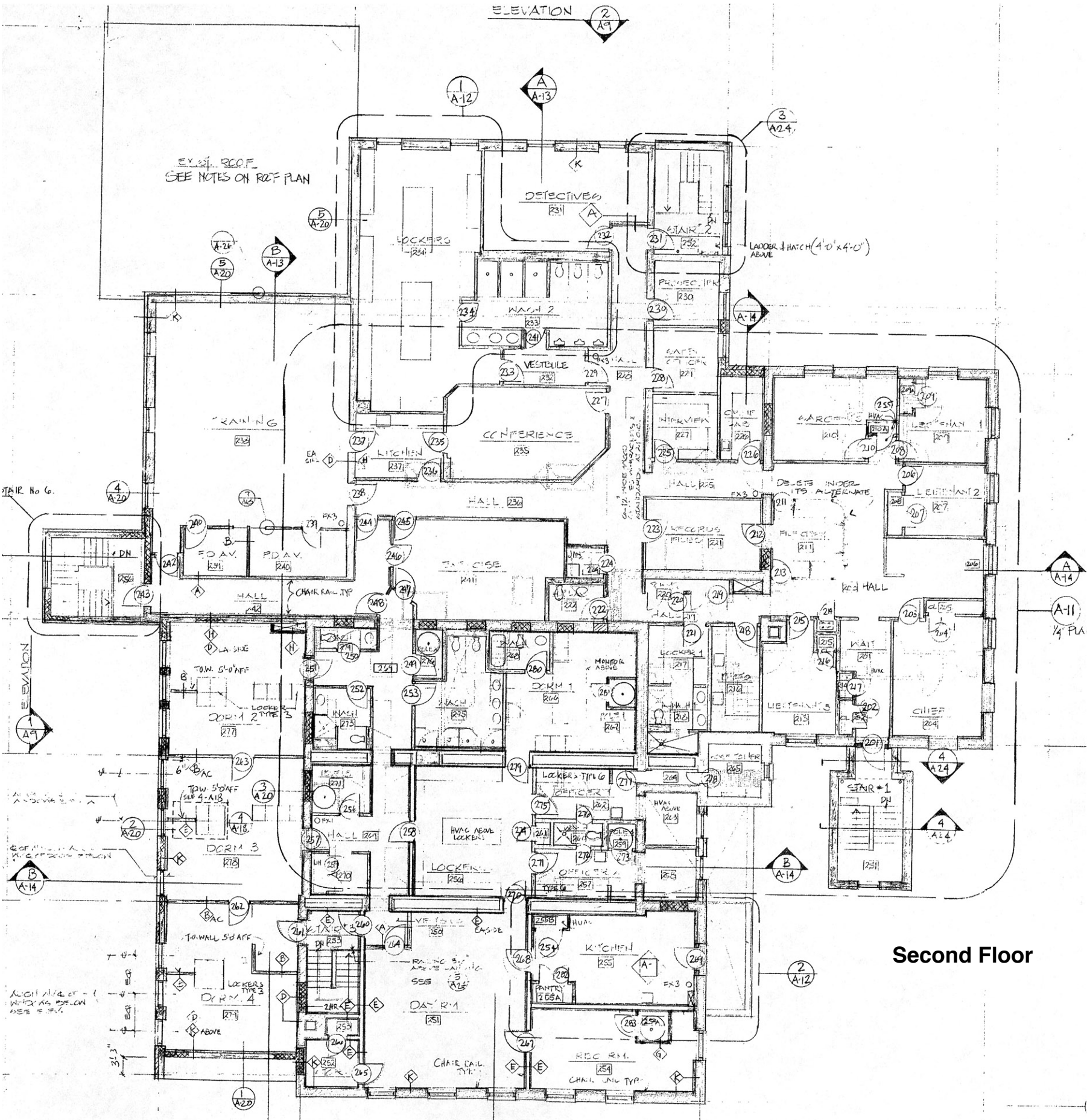
Existing Conditions Public Safety Building Floor Plans



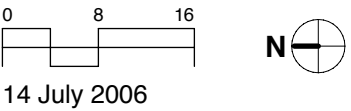
14 July 2006

DiNisco Design Partnership
architects and planners

Existing Conditions
Public Safety
Building
Floor Plans



Second Floor



DiNisco Design Partnership
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Existing Conditions
Town Hall
Site Plan

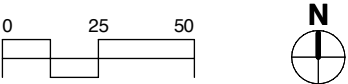
Property Areas: *
Town Hall 1.4 Acres

*Acreage given is the toned area
shown on the site plan.

Legend

- Property area
- Property Lines
- 2ft Contour Lines
- Water Feature
 - Pond
 - River
 - Stream
- Wetland Setback
 - 25ft Wetland Setback
 - 50ft Wetland Setback
 - 100ft Wetland Setback
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- Flood Plain
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- Wetland
 - Bog
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 - Shallow Marsh Meadow or Fen
 - Shrub Swamp
 - Wooded Swamp Deciduous
 - Wooded Swamp Coniferous
 - Wooded Swamp Mixed Trees

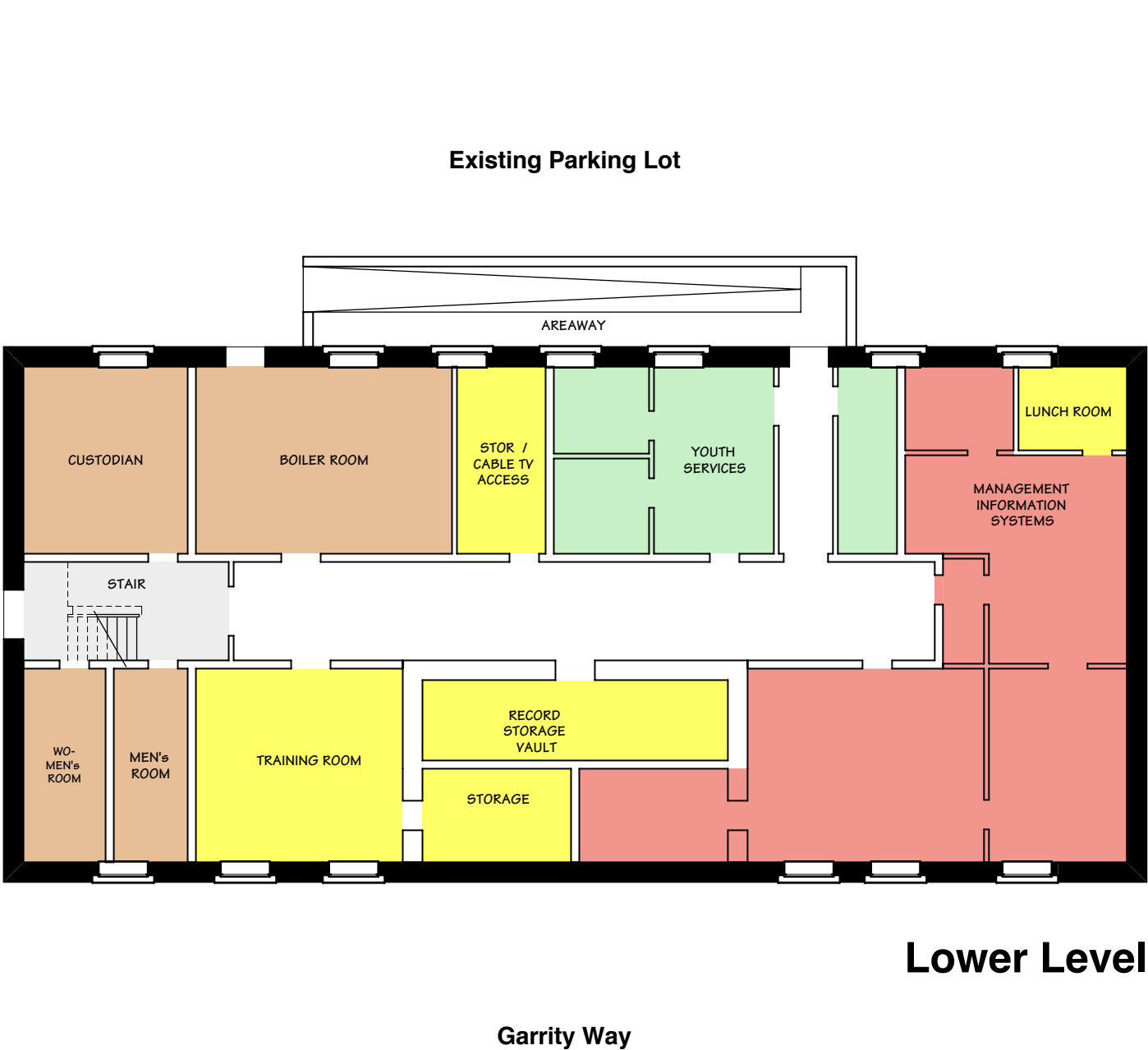
Aerial photograph is from
NeedhamGIS data, taken in 1999.



01 November 2006

DiNisco Design Partnership
architects and planners

Existing Conditions
Town Hall
Floor Plans



LEGEND

Administration

- Town Manager / Selectmen
- Town Clerk
- Finance
- Personnel

Community Services

- Health Department
- Veteran's Services
- Youth Services
- Park & Recreation

Community Development

- Planning Department

Shared Facilities

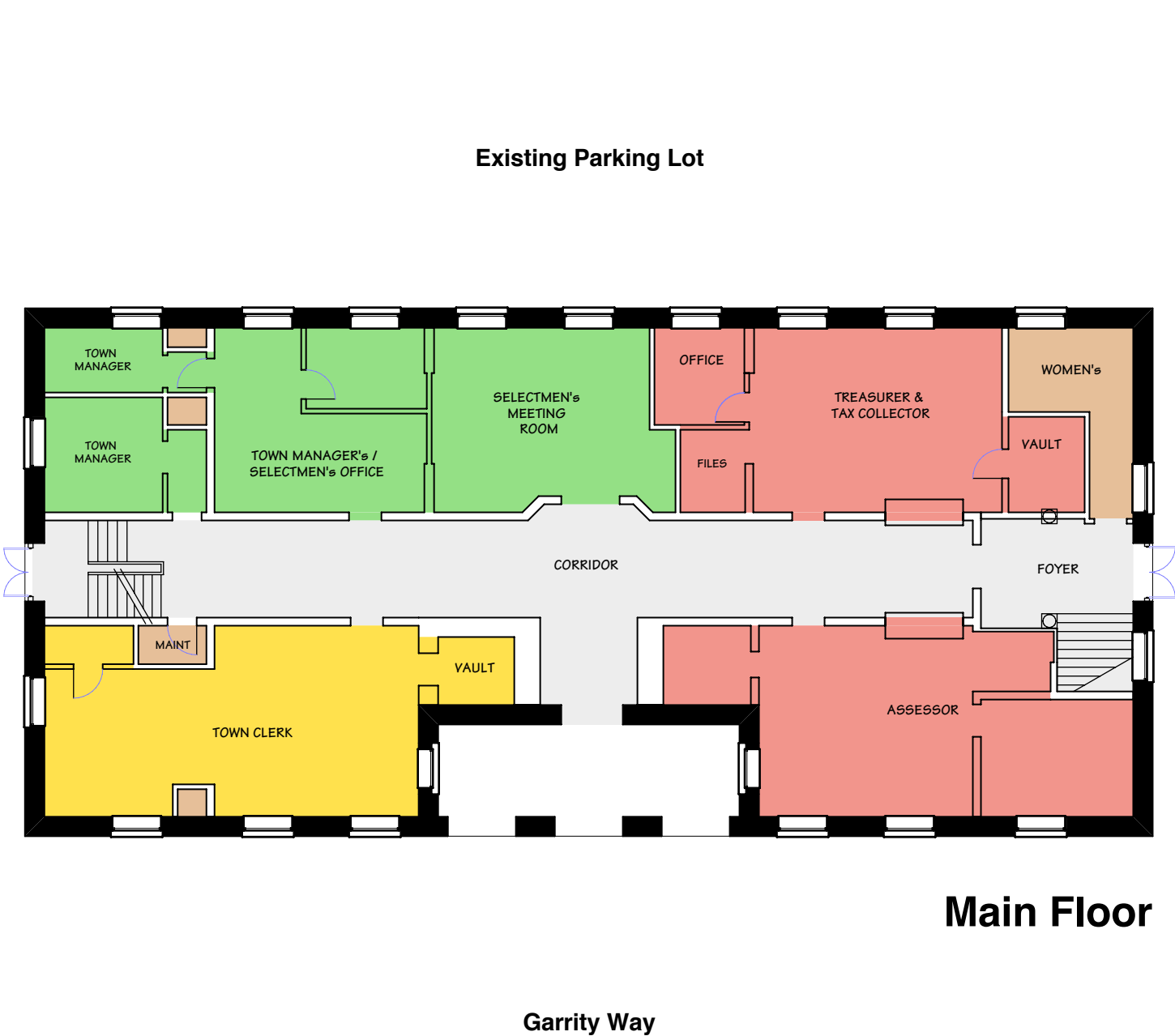
- Shared Facilities
- Building Services

Site Area
2.5 Ac

Building Area
3 ST/ 18,570 GSF
Const. c. 1902
Reno c. 1965

TOWN OFFICES:
Town Manager/
Selectmen (1175 SF)
Clerk (740 SF)
Finance (2,225 SF)
Personnel (250 SF)
Health (850 SF)
Veteran's Services (250 SF)
Youth Services (530 SF)
Park & Rec (620 SF)
MIS (1480 SF)
Planning (425 SF)

Existing Conditions
Town Hall
Floor Plans



LEGEND

Administration

- Town Manager / Selectmen
- Town Clerk
- Finance
- Personnel

Community Services

- Health Department
- Veteran's Services
- Youth Services
- Park & Recreation

Community Development

- Planning Department

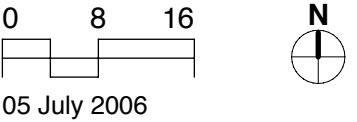
Shared Facilities

- Shared Facilities
- Building Services

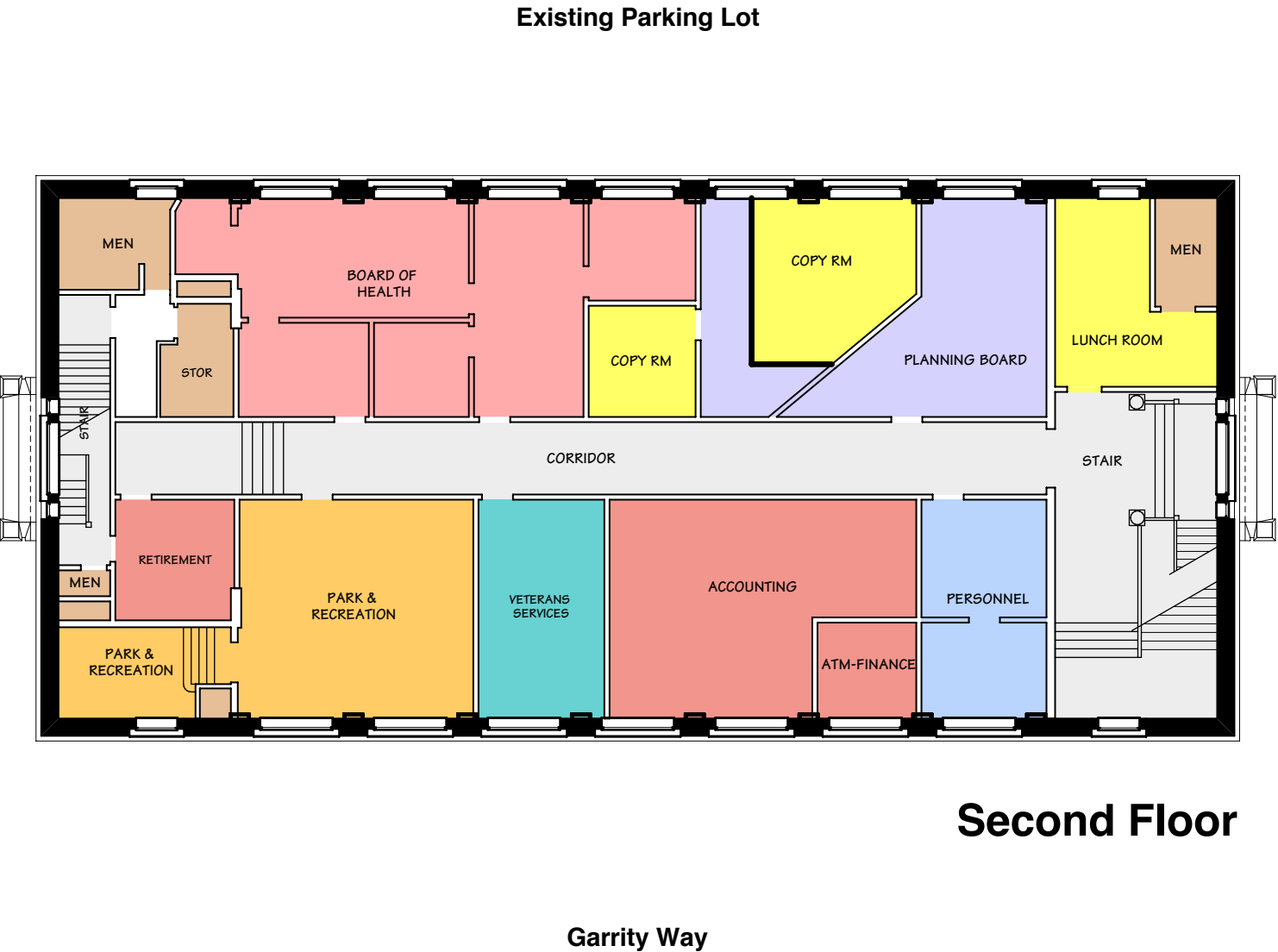
Site Area
2.5 Ac

Building Area
3 ST/ 18,570 GSF
Const. c. 1902
Reno c. 1965

TOWN OFFICES:
Town Manager/
Selectmen (1175 SF)
Clerk (740 SF)
Finance (2,225 SF)
Personnel (250 SF)
Health (850 SF)
Veteran's Services (250 SF)
Youth Services (530 SF)
Park & Rec (620 SF)
MIS (1480 SF)
Planning (425 SF)



Existing Conditions
Town Hall
Floor Plans



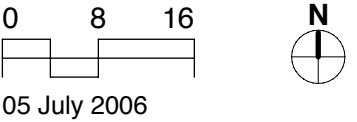
LEGEND

- Administration**
- Town Manager / Selectmen
 - Town Clerk
 - Finance
 - Personnel
- Community Services**
- Health Department
 - Veteran's Services
 - Youth Services
 - Park & Recreation
- Community Development**
- Planning Department
- Shared Facilities**
- Shared Facilities
 - Building Services

Site Area
2.5 Ac

Building Area
3 ST/ 18,570 GSF
Const. c. 1902
Reno c. 1965

TOWN OFFICES:
Town Manager/
Selectmen (1175 SF)
Clerk (740 SF)
Finance (2,225 SF)
Personnel (250 SF)
Health (850 SF)
Veteran's Services
(250 SF)
Youth Services
(530 SF)
Park & Rec (620 SF)
MIS (1480 SF)
Planning (425 SF)



Existing Conditions
Pickering Street
Site Plan

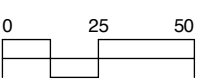
Property Areas: *
Grover Bldg. 1.6 Acres

*Acreage given is the toned area
shown on the site plan.

Legend

- Property area
- Property Lines
- 2ft Contour Lines
- Water Feature
 - Pond
 - River
 - Stream
- Wetland Setback
 - 25ft Wetland Setback
 - 50ft Wetland Setback
 - 100ft Wetland Setback
 - 200ft River Setback
- Flood Plain
 - 100 Year Shallow Flooding 1 - 3 Feet
 - 100 Year Flood Plain Detailed
 - 100 Year Flood Plain Approximate
- Wetland
 - Bog
 - Deep Marsh
 - Shallow Marsh Meadow or Fen
 - Shrub Swamp
 - Wooded Swamp Deciduous
 - Wooded Swamp Coniferous
 - Wooded Swamp Mixed Trees

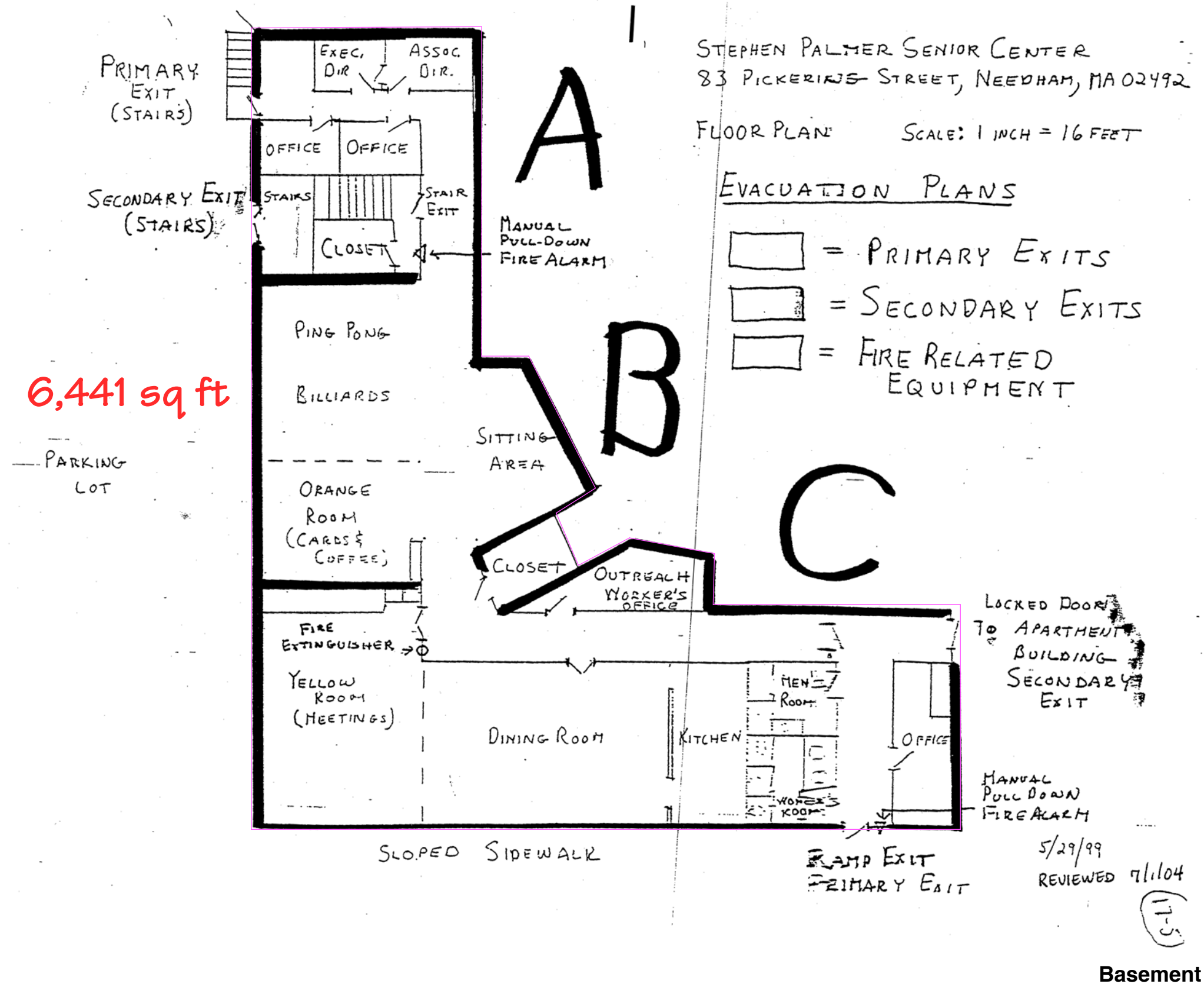
Aerial photograph is from
NeedhamGIS data, taken in 1999.



18 April 2006

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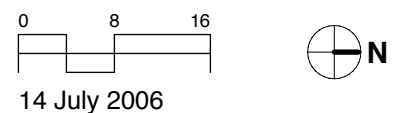
Existing Conditions
Stephen Palmer
Building
Floor Plans



Site Area
1.56 Ac

Building Area
Basement/
approx. 8,000 GSF
Const. c. 1914
Add. c. 1930
Reno. c. 1979

COA (6,440 SF)



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Existing Conditions
Emery Grover
Building
Site Plan

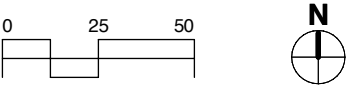
Property Areas: *
Grover Bldg. 1.1 Acres

*Acreage given is the toned area
shown on the site plan.

Legend

- Property area
- Property Lines
- 2ft Contour Lines
- Water Feature
 - Pond
 - River
 - Stream
- Wetland Setback
 - 25ft Wetland Setback
 - 50ft Wetland Setback
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 - Wooded Swamp Mixed Trees

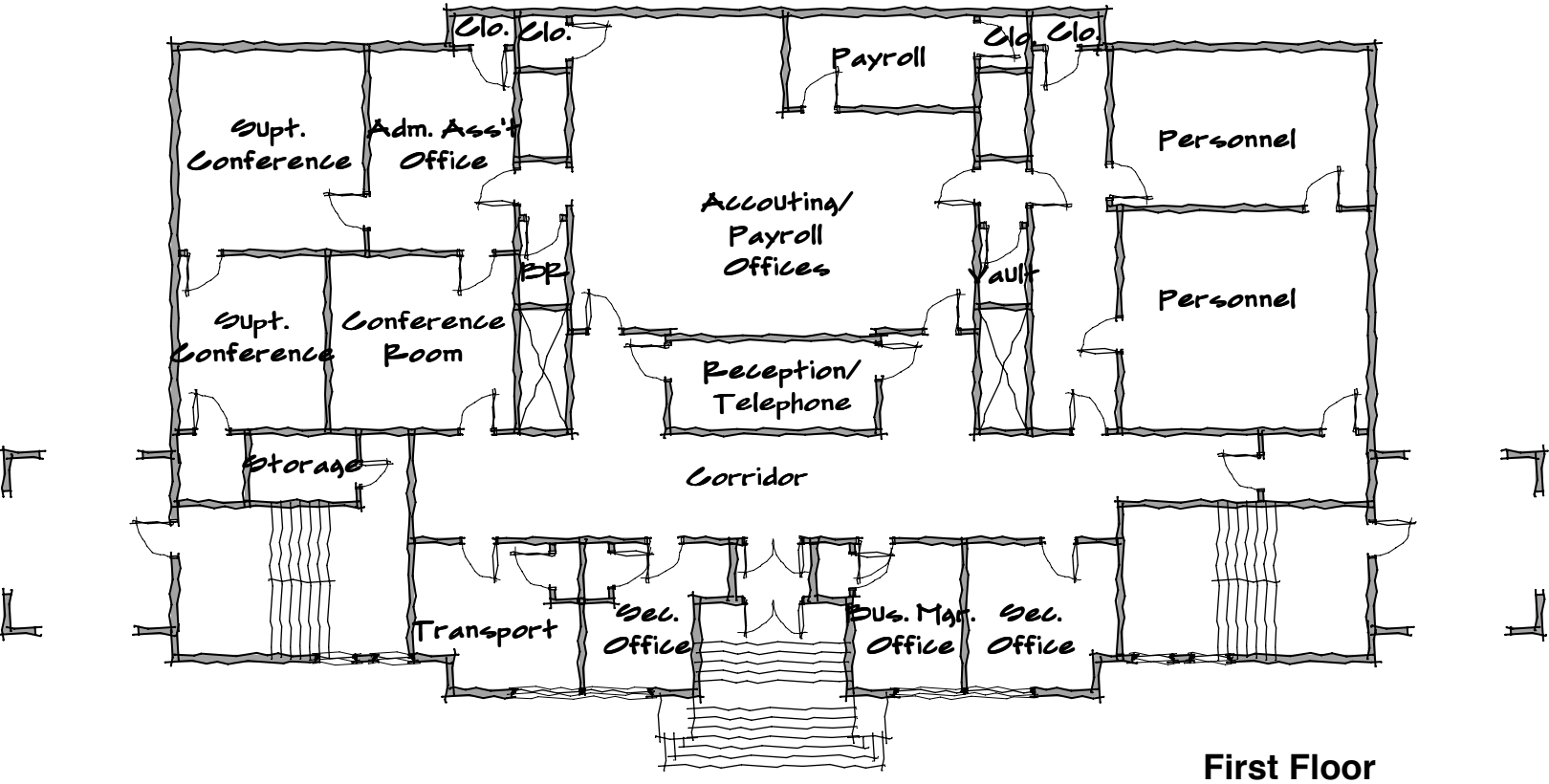
Aerial photograph is from
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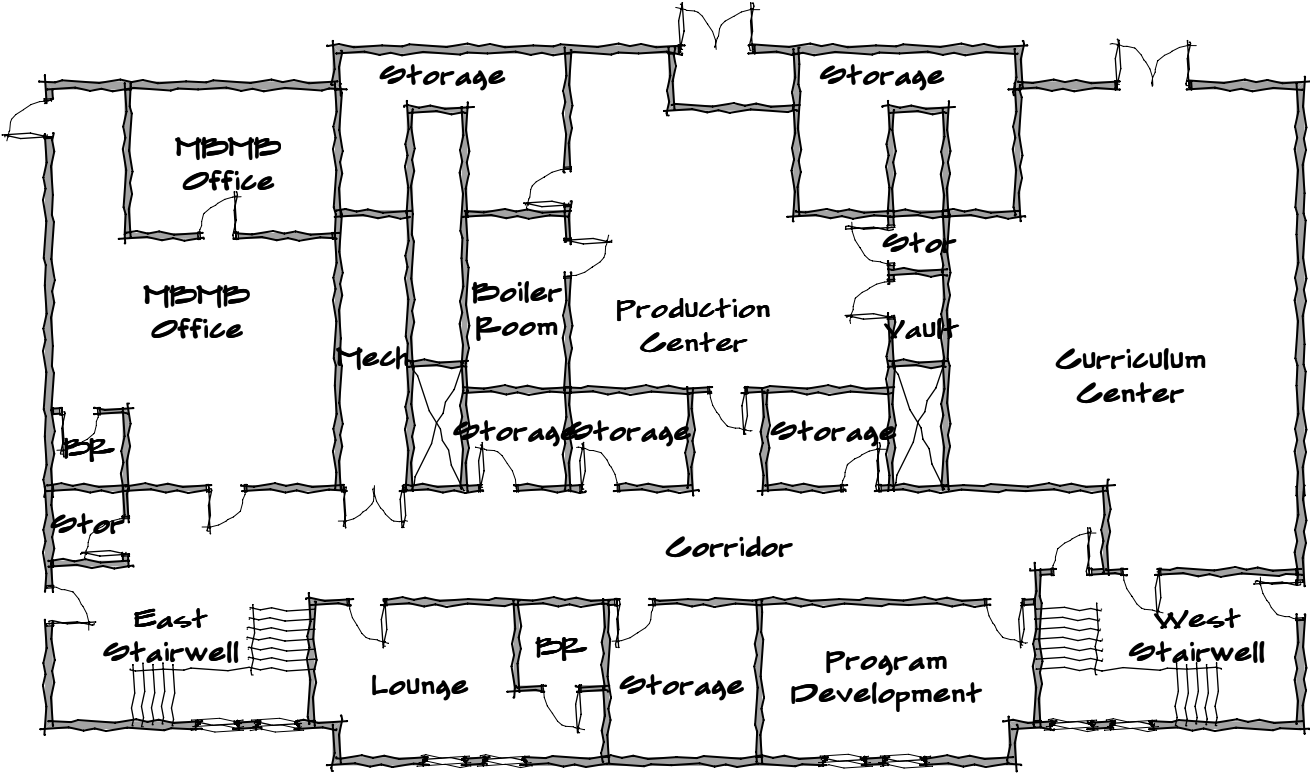
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Existing Conditions
Emery Grover
Building
Floor Plans



First Floor



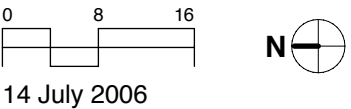
Ground Floor

Site Area
1.1 Ac

Building Area
3ST & Attic/ 21,235 GSF
Const. c. 1887

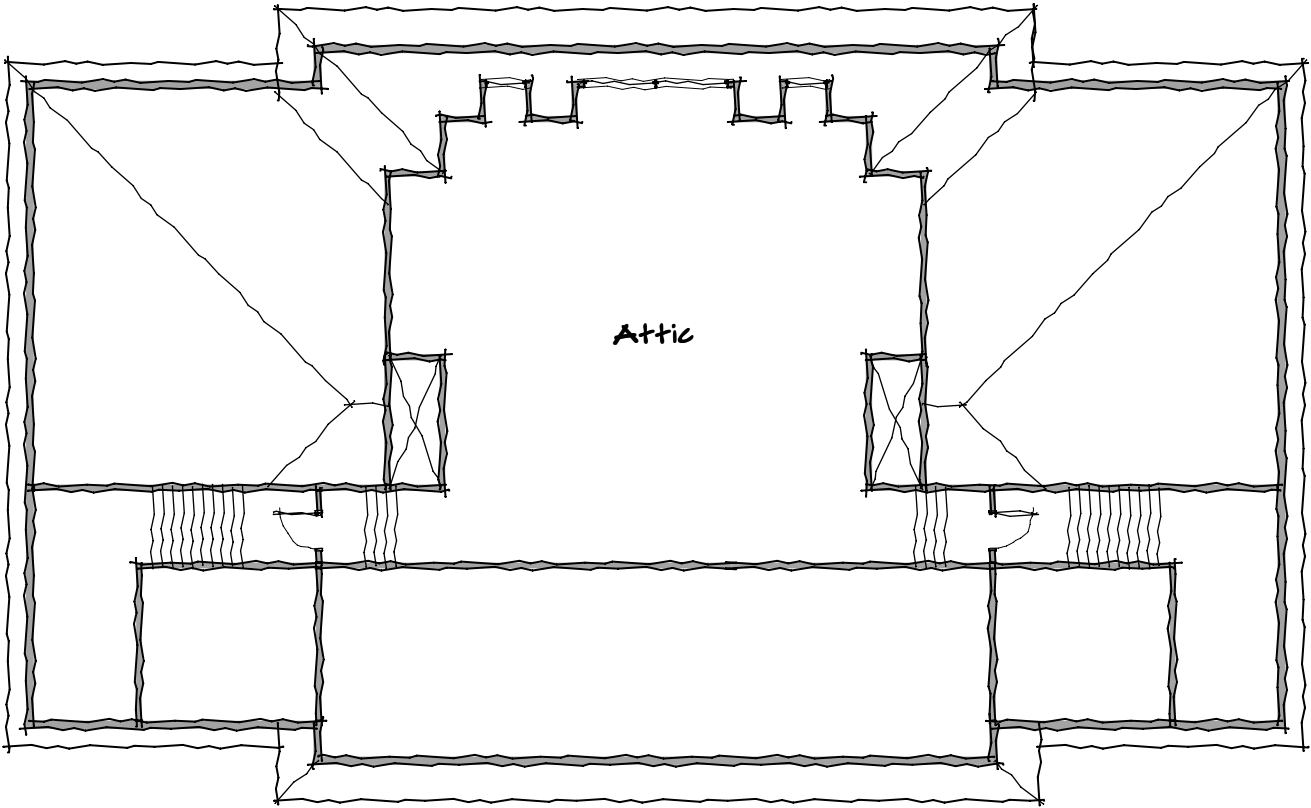
School Dept. Offices:
Superintendent (950 SF)
Finance (2,500 SF)
Personnel (950 SF)
Student Development (1,600 SF)
Program Development (1,300 SF)

Other Town Offices:
Public Facilities (770 SF)

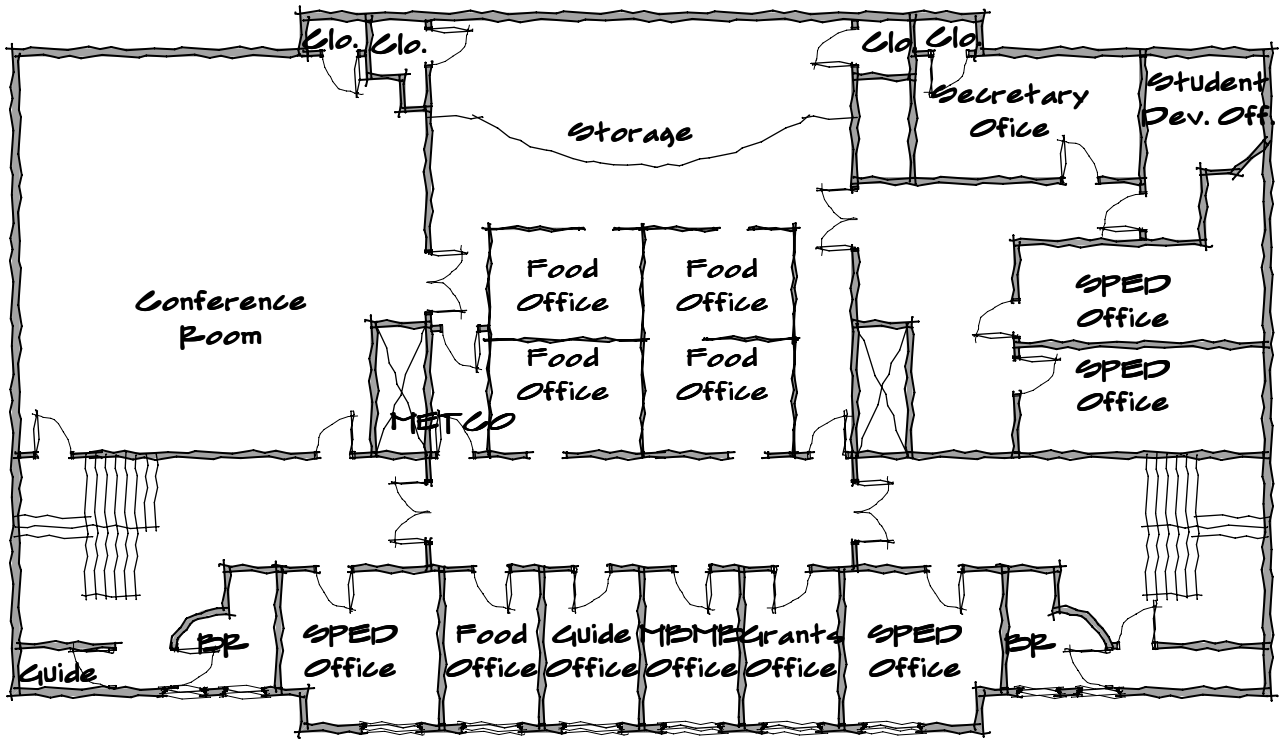


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Existing Conditions
Emery Grover
Building
Floor Plans



Attic Level



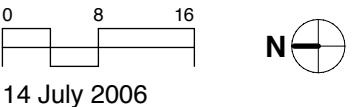
Second Floor

Site Area
1.1 Ac

Building Area
3ST & Attic/ 21,235 GSF
Const. c. 1887

School Dept. Offices:
Superintendent (950 SF)
Finance (2,500 SF)
Personnel (950 SF)
Student Development (1,600 SF)
Program Development (1,300 SF)

Other Town Offices:
Public Facilities (770 SF)



DiNisco Design Partnership
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Existing Conditions
Rosemary Lake
Site Plan

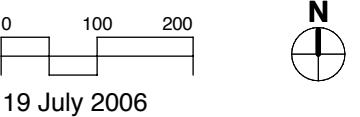
Property Area: 37.0 Acres*

*Acreage given is the toned area shown on the site plan.

Legend

- Property area
- Property Lines
- 2ft Contour Lines
- Water Feature
 - Pond
 - River
 - Stream
- Wetland Setback
 - 25ft Wetland Setback
 - 50ft Wetland Setback
 - 100ft Wetland Setback
 - 200ft River Setback
- Flood Plain
 - 100 Year Shallow Flooding 1 - 3 Feet
 - 100 Year Flood Plain Detailed
 - 100 Year Flood Plain Approximate
- Wetland
 - Bog
 - Deep Marsh
 - Shallow Marsh Meadow or Fen
 - Shrub Swamp
 - Wooded Swamp Deciduous
 - Wooded Swamp Coniferous
 - Wooded Swamp Mixed Trees

Aerial photograph is from
NeedhamGIS data, taken in 1999.



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Existing Conditions
John Daley
Building
Site Plan

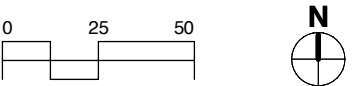
Property Area: 1.15 Acres*

*Acreage given is the toned area shown on the site plan.

Legend

- Property area
- Property Lines
- 2ft Contour Lines
- Water Feature
 - Pond
 - River
 - Stream
- Wetland Setback
 - 25ft Wetland Setback
 - 50ft Wetland Setback
 - 100ft Wetland Setback
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 - Wooded Swamp Mixed Trees

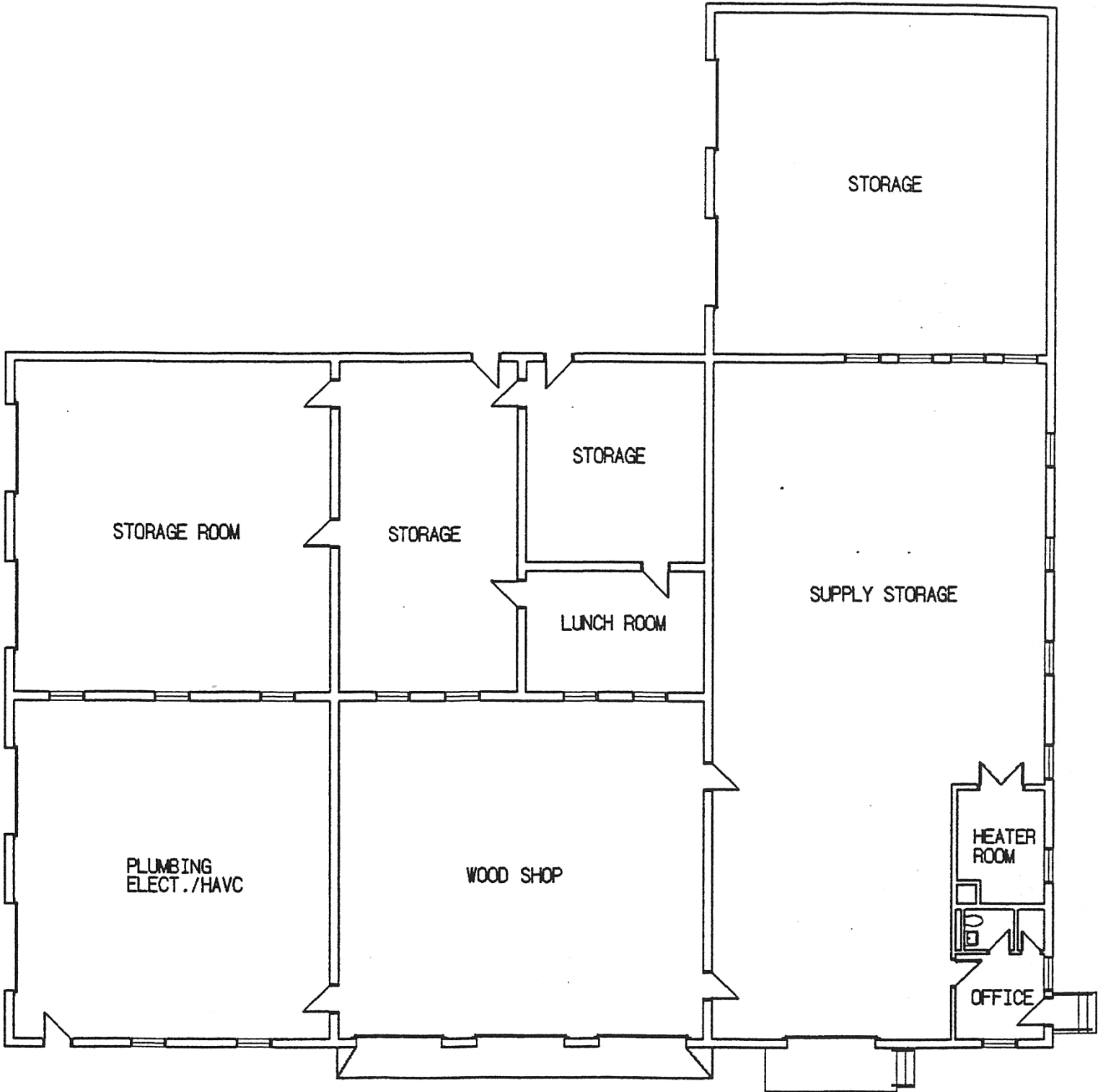
Aerial photograph is from NeedhamGIS data, taken in 1999.



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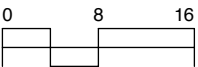
Existing Conditions
John Daley
Building
Floor Plans



Site Area
1.15 Ac

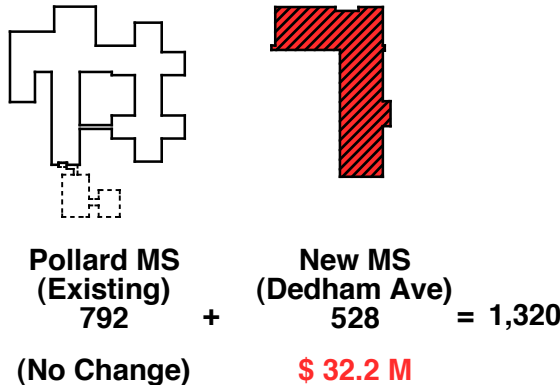








Building Area
1ST/ 11,200 GSF
Const. c. ____

Public Facilities
Maintenance Shops
School Dept. Storage











14 July 2006

DiNisco Design Partnership
architects and planners

Middle School Options		Elementary School Options		Transition Space	Comments	
		Immediate	Future			
A-2.1	New Middle School (528) Grades 6 - 8 School Option Cost \$ 74.8 M ^(c)				OPTIMUM / FACILITIES & CAPACITY	
Projected 6 - 8 Enrollment = 1,369		Elementary Option A-2.1				
<div><p>Pollard MS (Existing) 792 + New MS (Dedham Ave) 528 = 1,320 (No Change) \$ 32.2 M</p></div>		<div><p>Projected Pre-K - 5 Enrollment = 2,571</p><div><div> Newman 686 (d) (Repairs)^(b)</div><div> Broadmeadow 480 (No Change)</div><div> Eliot 360 (No Change)</div><div> Hillside 360 (Modernize)</div><div> Mitchell 360 (Modernize / Addition)</div><div> High Rock 360 (Modernize / Addition)</div><div><p>= 2,606</p><p>\$ 14.6 M \$ 15.0 M \$ 13.0 M</p></div></div></div>			<div><div> High Rock</div><div> High Rock</div></div> <div><p>(2008 - 2012) • Interim MS</p><p>(2012 →)</p></div>	<div><ul style="list-style-type: none">+ No Grade configuration change+ - More growth flexibility @ MS (w/ future added cost), but less flexibility for growth @ ES.+ Proximity of MS ("campus")+ Transportation savings+ Construction on Unoccupied Site- Two additional buildings required for K-8 enrollment (New MS & HR)- ? DPW co-existence on site may be a conflict- Disruption of playfields at DeFazio during construction- Unequal MS sizes- "Central MS Registry" Required- High Rock used long term as ES- unavailable for future transition</div>

Grades Pre-K - 8 School Options

Legend

-  New School
-  Renovation / Addition
-  Modernization
-  Major Repairs
-  Major Repairs w/ Portables
-  Add Portables to Existing School
-  No Change
-  Space Not Available

	Year Bid	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Costs increased 5 % compounded annually.
New M.S.	Project Cost	\$ 29.2 M	\$ 30.7 M	\$ 32.2 M	\$ 33.8 M	\$ 35.5 M	\$ 37.3 M	\$ 39.1 M	\$ 41.1 M	\$ 43.1 M	\$ 45.3 M	Capable of expansion.
High Rock	Project Cost	\$ 11.8 M	\$ 12.4 M	\$ 13.0 M	\$ 13.7 M	\$ 14.3 M	\$ 15.1 M	\$ 15.8 M	\$ 16.6 M	\$ 17.4 M	\$ 18.3 M	Full modernization & infill addition.
Hillside	Project Cost	\$ 13.2 M	\$ 13.9 M	\$ 14.6 M	\$ 15.3 M	\$ 16.0 M	\$ 16.8 M	\$ 17.7 M	\$ 18.6 M	\$ 19.5 M	\$ 20.5 M	Full modernization + small core addition.
Mitchell	Project Cost	\$ 13.6 M	\$ 14.3 M	\$ 15.0 M	\$ 15.7 M	\$ 16.5 M	\$ 17.4 M	\$ 18.2 M	\$ 19.1 M	\$ 20.1 M	\$ 21.1 M	Full modernization + small core addition.
TOTAL (C)				\$ 74.8 M								

2005 - 2006 Enrollment	
Newman Pre-School	86
Newman K - 5	671
Newman Total	757
Broadmeadow	545
Eliot	351
Hillside	386
Mitchell	437
High Rock	0
Total ES Pre-K - 5	2,476 (d)
Pollard MS	1,090
Total Pre-K - 8	3,566 (d)

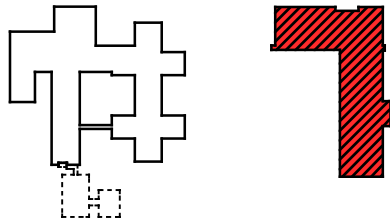








Existing ES Capacity ^(a)	
Newman Pre-School	86
Newman K - 5	600
Newman Total	686
Broadmeadow	480
Eliot	360
Hillside	360
Mitchell	360
High Rock	0
Total ES Pre-K - 5	2,246 (d)

A-2.1 w/ ES Capacity ^(a)	
Newman Pre-School	86
Newman K - 5	600
Newman Total	686
Broadmeadow	480
Eliot	360
Hillside	360
Mitchell	360
High Rock	360
High Rock ES	360
Total ES Pre-K - 5	2,606 (d)
Pollard MS - 6 - 8	792
New MS - 6 - 8	528
Total Pre-K - 8	3,926 (d)









2012 - 2013 Peak Enrollment	
Pre-K	86
K - 5	2,485
Total ES Pre-K - 5	2,571 (d)
6 - 8	1,369
Total Pre-K - 8	3,940 (d)

- Notes**
- (a) Capacity assumes full day kindergarten, grades K - 5, dedicated art & music classrooms, and 20 students per classroom.
 - (b) Newman repairs NOT INCLUDED in school option costs.
 - (c) Project cost in 2008 dollars.
 - (d) Pre-K @ Newman

20 June 2006

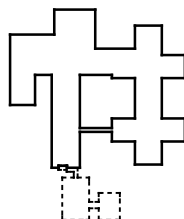








Middle School Options		Elementary School Options		Transition Space	Comments
		Immediate	Future		
A-2.2	New Middle School (528) Grades 6 - 8 School Option Cost \$ 50.8 M ^(c)				OPTIMUM / CAPACITY
Projected 6 - 8 Enrollment = 1,369		Elementary Option A-2.2			
<div><p>Pollard MS (Existing) 792 + New MS (Dedham Ave) 528 = 1,320 (No Change) \$ 32.2 M</p></div>		<div><p>Projected Pre-K - 5 Enrollment = 2,571</p><div><div> Newman 686 (d) (Repairs)^(b)</div><div> Broadmeadow 480 (No Change)</div><div> Eliot 360 (No Change)</div><div> Hillside 360 (Repairs)</div><div> Mitchell 360 (Repairs)</div><div> High Rock 360 (Repairs / Port)</div><div><p>\$ 5.5 M \$ 5.6 M \$ 7.5 M</p></div></div><div> High Rock (2008 - 2012) • Interim MS</div><div> High Rock (2012 →)</div></div>			<ul style="list-style-type: none">+ No Grade configuration change+ - More growth flexibility @ MS (w/ future added cost), but less flexibility for growth @ ES.+ Proximity of MS ("campus")+ Transportation savings+ Construction on Unoccupied Site- Two additional buildings required for K-8 enrollment (New MS & HR)- ? DPW co-existence on site may be a conflict- Disruption of playfields at DeFazio during construction- Unequal MS sizes- "Central MS Registry" Required- High Rock used long term as ES- unavailable for future transition

Legend

-  New School
-  Renovation / Addition
-  Modernization
-  Major Repairs
-  Major Repairs w/ Portables
-  Add Portables to Existing School
-  No Change
-  Space Not Available


	Year Bid	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Costs increased 5 % compounded annually.
New M.S.	Project Cost	\$ 29.2 M	\$ 30.7 M	\$ 32.2 M	\$ 33.8 M	\$ 35.5 M	\$ 37.3 M	\$ 39.1 M	\$ 41.1 M	\$ 43.1 M	\$ 45.3 M	Capable of expansion.
High Rock	Project Cost	\$ 6.8 M	\$ 7.1 M	\$ 7.5 M	\$ 7.9 M	\$ 8.3 M	\$ 8.7 M	\$ 9.1 M	\$ 9.6 M	\$ 10.0 M	\$ 10.5 M	Major repairs + (6) portables.
Hillside	Project Cost	\$ 5.0 M	\$ 5.3 M	\$ 5.5 M	\$ 5.8 M	\$ 6.1 M	\$ 6.4 M	\$ 6.7 M	\$ 7.0 M	\$ 7.4 M	\$ 7.8 M	Repairs only (allow \$75 / SF).
Mitchell	Project Cost	\$ 5.1 M	\$ 5.4 M	\$ 5.6 M	\$ 5.9 M	\$ 6.2 M	\$ 6.5 M	\$ 6.8 M	\$ 7.2 M	\$ 7.5 M	\$ 7.9 M	Repairs only (allow \$75 / SF).
TOTAL ^(c)				\$ 50.8 M								


2005 - 2006 Enrollment		Existing ES Capacity ^(a)		A-2.2 w/ ES Capacity ^(a)		2012 - 2013 Peak Enrollment		Notes
Newman Pre-School	86		86		86	Pre-K	86	
Newman K - 5	671		600		600			(a) Capacity assumes full day kindergarten, grades K - 5, dedicated art & music classrooms, and 20 students per classroom.
Newman Total	757		686		686			(b) Newman repairs NOT INCLUDED in school option costs.
Broadmeadow	545		480		480			(c) Project cost in 2008 dollars.
Eliot	351		360		360			(d) Pre-K @ Newman
Hillside	386		360		360			
Mitchell	437		360		360			
High Rock	0		0		360	High Rock ES		
Total ES Pre-K - 5	2,476 ^(d)	Total ES Pre-K - 5	2,246 ^(d)	Total ES Pre-K - 5	2,606 ^(d)	K - 5	2,485	
Pollard MS	1,090			Pollard MS - 6 - 8	792	Total ES Pre-K - 5	2,571 ^(d)	
				New MS - 6 - 8	528	6 - 8	1,369	
Total Pre-K - 8	3,566 ^(d)			Total Pre-K - 8	3,926 ^(d)	Total Pre-K - 8	3,940 ^(d)	


Middle School Options		Elementary School Options		Transition Space	Comments	
		Immediate	Future			
A-3	New Middle School (880) Grades 5 - 8				School Option Cost \$ 84.6 M ^(c)	
Projected 5 - 8 Enrollment = 1,793		Elementary Option A-3.a				
<div><div> Pollard MS (Existing) 880 (No Change)</div><div> New MS (Dedham Ave) 880 \$ 47.5 M</div><div>= 1,760</div></div>		<div><div> Newman 686 (d) (Repairs)^(b)</div><div> Broadmeadow 500 (No Change)</div><div> Eliot 300 (No Change)</div><div> Hillside 400 (Modernize) \$ 14.6 M</div><div> Mitchell 400 (Modernize) \$ 15.0 M</div><div>= 2,286</div></div>			<div><div> High Rock \$ 7.5 M</div><div> (2012 →) Available for: • Town Hall • Senior Center • School Admin • Elem School • Other Town Use</div></div>	<div>+ One new building covers Pre-K-8 enrollment</div> <div>+ - More growth flexibility @ ES, but less flexibility for growth @MS</div> <div>+ Proximity of MS ("campus")</div> <div>+ Transportation savings</div> <div>+ Construction on Unoccupied Site</div> <div>+ ES Modernizations only</div> <div>- Two large MS (potentially 900+ students with future growth) with 5th grades</div> <div>- Change of grade configuration</div> <div>- ? DPW Co-existence on site may be a conflict</div> <div>- Disruption of playfields at DeFazio during construction</div> <div>- "Central MS Registry" Required</div>


Grades Pre-K - 8 School Options


Legend


 New School


 Renovation / Addition


 Modernization

 Major Repairs

 Major Repairs w/ Portables

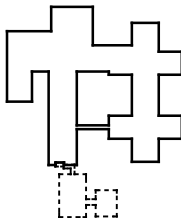
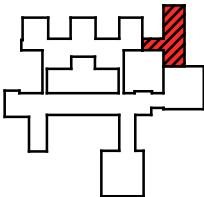








 Add Portables to Existing School

 No Change









 Space Not Available

	Year Bid	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Note: Costs increased 5 % compounded annually.
New M.S.	Project Cost	\$ 43.1 M	\$ 45.3 M	\$ 47.5 M	\$ 49.9 M	\$ 52.4 M	\$ 55.0 M	\$ 57.8 M	\$ 60.6 M	\$ 63.7 M	\$ 66.9 M	Capable of expansion.
Hillside	Project Cost	\$ 13.2 M	\$ 13.9 M	\$ 14.6 M	\$ 15.3 M	\$ 16.0 M	\$ 16.8 M	\$ 17.7 M	\$ 18.6 M	\$ 19.5 M	\$ 20.5 M	Full modernization + small core addition.
Mitchell	Project Cost	\$ 13.6 M	\$ 14.3 M	\$ 15.0 M	\$ 15.7 M	\$ 16.5 M	\$ 17.4 M	\$ 18.2 M	\$ 19.1 M	\$ 20.1 M	\$ 21.1 M	Full modernization + small core addition.
HR Transition	Project Cost	\$ 6.8 M	\$ 7.1 M	\$ 7.5 M								HR needed as interim M.S. space in Sept. 2008.
TOTAL (C)				\$ 84.6 M								

2005 - 2006 Enrollment		Existing ES Capacity ^(a)		A-3a w/ ES Capacity ^(a)		2012 - 2013 Peak Enrollment		Notes
Newman Pre-School	86	Newman	86	Newman	86	Pre-K	86	
Newman K - 5	671	Broadmeadow	600	Broadmeadow	600			(a) Capacity assumes full day kindergarten, grades K - 5, dedicated art & music classrooms, and 20 students per classroom.
Newman Total	757	Eliot	686	Eliot	686			(b) Newman repairs NOT INCLUDED in school option costs.
Broadmeadow	545	Hillside	500	Hillside	500			(c) Project cost in 2008 dollars.
Eliot	351	Mitchell	300	Mitchell	300			(d) Pre-K @ Newman
Hillside	386	High Rock	400	High Rock	400			
Mitchell	437		0		0	K - 4	2,061	
High Rock	0					Total ES Pre-K - 4	2,147 (d)	
Total ES Pre-K - 5	2,476 (d)	Total ES Pre-K - 4	2,286 (d)	Total ES Pre-K - 4	2,286 (d)			
Pollard MS	1,090			Pollard MS - 5 - 8	880	5 - 8	1,793	
				New MS - 5 - 8	880	Total Pre-K - 8	3,940 (d)	
Total Pre-K - 8	3,566 (d)			Total Pre-K - 8	4,046 (d)			

Middle School Options	Elementary School Options		Transition Space	Comments
	Immediate	Future		
C-2.1	Addition to Newman (880) Grades 5 - 8 School Option Cost C-2.1 - \$ 65.6 M ^(c)			MODERATE
Projected 5 - 8 Enrollment = 1,793				
Elementary Option C-2.1				
<div>Grades 5 - 8</div> <div></div> <div>Pollard MS 880</div> <div>(No Change)</div>		<div>Grades 5 - 8</div> <div></div> <div>Newman 880</div> <div>\$ 17.3 M</div> <div>= 1,760</div>		
		Projected Pre-K - 4 Enrollment = 2,147		
		<div> High Rock 300</div> <div>\$ 13.0 M</div>		
		<div> Newman 86 (d)</div> <div>(Repairs)^(b)</div>		
		<div> Broadmeadow 500</div> <div>(No Change)</div>		
		<div> Eliot 300</div> <div>(No Change)</div>		
		<div> Hillside 500</div> <div>(Renovation / Addition)</div> <div>\$ 18.1 M</div>		
		<div> Mitchell 500</div> <div>(Renovation / Addition)</div> <div>\$ 17.2 M</div>		
		= 2,186		
		<div> High Rock</div> <div>(2008 - 2012)</div> <div>• Interim MS</div>		
		<div> High Rock</div> <div>(2012 →)</div>		
		<div>+ Lower cost solution (w/ out considering elementary enrollment)</div> <div>+ Both MS are comparable in building quality</div> <div>+ Equal MS sizes</div> <div>- Change to grade configuration</div> <div>- Construction at occupied Newman</div> <div>- ? Increased transportation costs may result</div> <div>- HR used long term as elementary school - Unavailable for future transition space</div>		

Legend

-  New School
-  Renovation / Addition
-  Modernization
-  Major Repairs
-  Major Repairs w/ Portables
-  Add Portables to Existing School
-  No Change
-  Space Not Available

	Year Bid	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	
Newman	Project Cost	\$ 15.7 M	\$ 16.5 M	\$ 17.3 M	\$ 18.2 M	\$ 19.1 M	\$ 20.0 M	\$ 21.0 M	\$ 22.1 M	\$ 23.2 M	\$ 24.4 M	Costs increased 5 % compounded annually.
High Rock	Project Cost	\$ 11.8 M	\$ 12.4 M	\$ 13.0 M	\$ 13.7 M	\$ 14.3 M	\$ 15.1 M	\$ 15.8 M	\$ 16.6 M	\$ 17.4 M	\$ 18.3 M	Addition w/ selective minor work at existing building.
Hillside	Project Cost	\$ 16.4 M	\$ 17.2 M	\$ 18.1 M	\$ 19.0 M	\$ 19.9 M	\$ 20.9 M	\$ 22.0 M	\$ 23.1 M	\$ 24.2 M	\$ 25.4 M	Full modernization + addition.
Mitchell	Project Cost	\$ 15.6 M	\$ 16.4 M	\$ 17.2 M	\$ 18.1 M	\$ 19.0 M	\$ 19.9 M	\$ 20.9 M	\$ 22.0 M	\$ 23.0 M	\$ 24.2 M	Full modernization + addition.
TOTAL ^(c)				\$ 65.6 M								

2005 - 2006 Enrollment

Newman Pre-School	86
Newman K - 5	671
Newman Total	757
Broadmeadow	545
Eliot	351
Hillside	386
Mitchell	437
High Rock	0
Total ES Pre-K - 5	2,476 ^(d)
Pollard MS	1,090
Total Pre-K - 8	3,566 ^(d)

Existing ES Capacity ^(a)

	86
	<u>600</u>
	686
	500
	300
	400
	400
	<u>0</u>
Total ES Pre-K - 4	2,286 (d)

C-2.1 w/ ES Capacity ^(a)

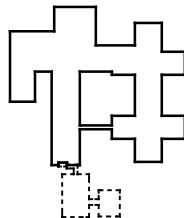
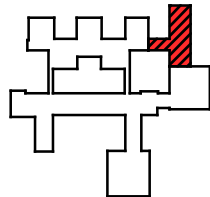








	86
	0
	<hr/>
	86
	500
	300
	500
	500
High Rock ES	300
	<hr/>
Total ES Pre-K - 4	2,186 (d)
Pollard MS - 5 - 8	880
New MS - 5 - 8	880
	<hr/>
Total Pre-K - 8	3,946 (d)

2012 - 2013 Peak Enrollment

Pre-K	86
K - 4	2,061
Total ES Pre-K - 4	2,147 ^(d)
5 - 8	1,793
Total Pre-K - 8	3,940 ^(d)









Notes

- (a) Capacity assumes full day kindergarten, grades K - 5, dedicated art & music classrooms, and 20 students per classroom.
- (b) Newman repairs NOT INCLUDED in school option costs.
- (c) Project cost in 2008 dollars.
- (d) Pre-K @ Newman

Middle School Options	Elementary School Options		Transition Space	Comments
	Immediate	Future		
C-2.2	Addition to Newman (880) Grades 5 - 8 School Option Cost C-2.2 - \$ 38.2 M ^(c)			MODERATE
Projected 5 - 8 Enrollment = 1,793				
Elementary Option C-2.1				
<div>Grades 5 - 8</div> <div></div> <div>Pollard MS 880</div> <div>(No Change)</div>		<div>Grades 5 - 8</div> <div></div> <div>Newman 880</div> <div>\$ 17.3 M</div> <div>= 1,760</div>		
		Projected Pre-K - 4 Enrollment = 2,147		
		<div> High Rock 300 (Repairs + Port) \$ 7.5 M</div> <div>+</div> <div> Newman 86 (d) (Repairs)^(b)</div> <div>+</div> <div> Broadmeadow 500 (No Change)</div> <div>+</div> <div> Eliot 300 (No Change)</div> <div>+</div> <div> Hillside 500 (Repairs + Port) \$ 6.6 M</div> <div>+</div> <div> Mitchell 500 (Repairs + Port) \$ 6.8 M</div> <div>+</div> <div>= 2,186</div>		
		<div> High Rock (2008 - 2012) • Interim MS</div> <div> High Rock (2012 →)</div>		
		<div>+ Lower cost solution (w/ out considering elementary enrollment)</div> <div>+ Both MS are comparable in building quality</div> <div>+ Equal MS sizes</div> <div>Change to grade configuration</div> <div>- Construction at occupied Newman</div> <div>- ? Increased transportation costs may result</div> <div>- HR used long term as elementary school - Unavailable for future transition space</div>		

Grades Pre-K - 8 School Options

Legend

-  New School
-  Renovation / Addition
-  Modernization
-  Major Repairs
-  Major Repairs w/ Portables
-  Add Portables to Existing School
-  No Change
-  Space Not Available

	Year Bid	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Costs increased 5 % compounded annually.
Newman	Project Cost	\$ 15.7 M	\$ 16.5 M	\$ 17.3 M	\$ 18.2 M	\$ 19.1 M	\$ 20.0 M	\$ 21.0 M	\$ 22.1 M	\$ 23.2 M	\$ 24.4 M	Addition w/ selective minor work at existing building.
High Rock	Project Cost	\$ 6.8 M	\$ 7.1 M	\$ 7.5 M	\$ 7.9 M	\$ 8.3 M	\$ 8.7 M	\$ 9.1 M	\$ 9.6 M	\$ 10.0 M	\$ 10.5 M	Major repairs + (6) portables.
Hillside	Project Cost	\$ 6.0 M	\$ 6.3 M	\$ 6.6 M	\$ 6.9 M	\$ 7.3 M	\$ 7.7 M	\$ 8.0 M	\$ 8.4 M	\$ 8.9 M	\$ 9.3 M	Repairs (allow \$75 / SF) + (5) portables.
Mitchell	Project Cost	\$ 6.2 M	\$ 6.5 M	\$ 6.8 M	\$ 7.2 M	\$ 7.5 M	\$ 7.9 M	\$ 8.3 M	\$ 8.7 M	\$ 9.2 M	\$ 9.6 M	Repairs (allow \$75 / SF) + (5) portables.
TOTAL (C)				\$ 38.2 M								

2005 - 2006 Enrollment

Newman Pre-School	86
Newman K - 5	671
Newman Total	757
Broadmeadow	545
Eliot	351
Hillside	386
Mitchell	437
High Rock	0
Total ES Pre-K - 5	2,476 (d)
Pollard MS	1,090
Total Pre-K - 8	3,566 (d)

Existing ES Capacity^(a)

	86
	<u>600</u>
	686
	500
	300
	400
	400
	<u>0</u>
Total ES Pre-K - 4	2,286 (d)

C-2.2 w/ ES Capacity^(a)

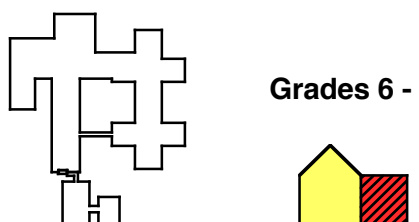






	86
	0
	<hr/>
	86
	500
	300
	500
	500
High Rock ES	300
	<hr/>
Total ES Pre-K - 4	2,186 (d)
Pollard MS - 5 - 8	880
New MS - 5 - 8	880
	<hr/>
Total Pre-K - 8	3,946 (d)

2012 - 2013 Peak Enrollment


Pre-K	86
K - 4	2,061
Total ES Pre-K - 4	2,147 (d)
5 - 8	1,793
Total Pre-K - 8	3,940 (d)


Notes


- (a) Capacity assumes full day kindergarten, grades K - 5, dedicated art & music classrooms, and 20 students per classroom.
- (b) Newman repairs NOT INCLUDED in school option costs.
- (c) Project cost in 2008 dollars.
- (d) Pre-K @ Newman


Middle School Options	Elementary School Options		Transition Space	Comments
	Immediate	Future		
D-4	Addition to High Rock (352) Grades 6 - 8 School Option Cost \$ 27.8 M ^(c)			MINIMUM
Projected 6 - 8 Enrollment = 1,369				
Elementary Option D-4.a				
<p>Grades 6 - 8</p>  <p>Pollard MS 1,056 + High Rock 352 = 1,408</p> <p>(No Change) \$ 13.0 M</p>		<p>Projected Pre-K - 5 Enrollment = 2,571</p> <div><div><p>Newman 686 (d)</p></div><div><p>+</p></div><div><p>Broadmeadow 480</p></div><div><p>+</p></div><div><p>Eliot 360</p></div><div><p>+</p></div><div><p>Hillside 520</p></div><div><p>+</p></div><div><p>Mitchell 520</p></div><div><p>+</p></div><div><p>= 2,566</p></div><div><p>(Repairs)^(b) (No Change) (Repairs + Port)^(b)</p><p>\$ 7.3 M \$ 7.5 M</p></div></div>		<div><p>High Rock</p></div> <ul style="list-style-type: none">- Unequal MS sizes- No option for elementary enrollment (other than Hillside / Mitchell expansion)- "Central MS Registry" Required- High Rock unavailable for Transition Space- ES modernization only


Legend


 New School


 Renovation / Addition


 Modernization

 Major Repairs

 Major Repairs w/ Portables

 Add Portables to Existing School

 No Change

 Space Not Available

	Year Bid	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	
High Rock	Project Cost	\$ 11.8 M	\$ 12.4 M	\$ 13.0 M	\$ 13.7 M	\$ 14.3 M	\$ 15.1 M	\$ 15.8 M	\$ 16.6 M	\$ 17.4 M	\$ 18.3 M	Costs increased 5 % compounded annually.
Hillside	Project Cost	\$ 6.6 M	\$ 6.9 M	\$ 7.3 M	\$ 7.6 M	\$ 8.0 M	\$ 8.4 M	\$ 8.8 M	\$ 9.3 M	\$ 9.8 M	\$ 10.2 M	Full modernization + infill addition.
Mitchell	Project Cost	\$ 6.8 M	\$ 7.1 M	\$ 7.5 M	\$ 7.9 M	\$ 8.3 M	\$ 8.7 M	\$ 9.1 M	\$ 9.6 M	\$ 10.0 M	\$ 10.5 M	Repairs (allow \$75 / SF) + (8) portables.
TOTAL ^(c)				\$ 27.8 M								Repairs (allow \$75 / SF) + (8) portables.

2005 - 2006 Enrollment	
Newman Pre-School	86
Newman K - 5	671
Newman Total	757
Broadmeadow	545
Eliot	351
Hillside	386
Mitchell	437
High Rock	0
Total ES Pre-K - 5	2,476 ^(d)
Pollard MS	1,090
Total Pre-K - 8	3,566 ^(d)

Existing ES Capacity ^(a)	
	86
	600
	686
	480
	360
	360
	360
	0
Total ES Pre-K - 5	2,246 ^(d)

D-4a w/ ES Capacity ^(a)	
	86
	600
	686
	480
	360
	520
	520
High Rock ES	0
Total ES Pre-K - 5	2,566 ^(d)
Pollard MS - 6 - 8	1,056
High Rock MS - 6 - 8	352
Total Pre-K - 8	3,974 ^(d)

2012 - 2013 Peak Enrollment	
Pre-K	86
K - 5	2,485
Total ES Pre-K - 5	2,571 ^(d)
6 - 8	1,369
Total Pre-K - 8	3,940 ^(d)

- Notes
- (a) Capacity assumes full day kindergarten, grades K - 5, dedicated art & music classrooms, and 20 students per classroom.

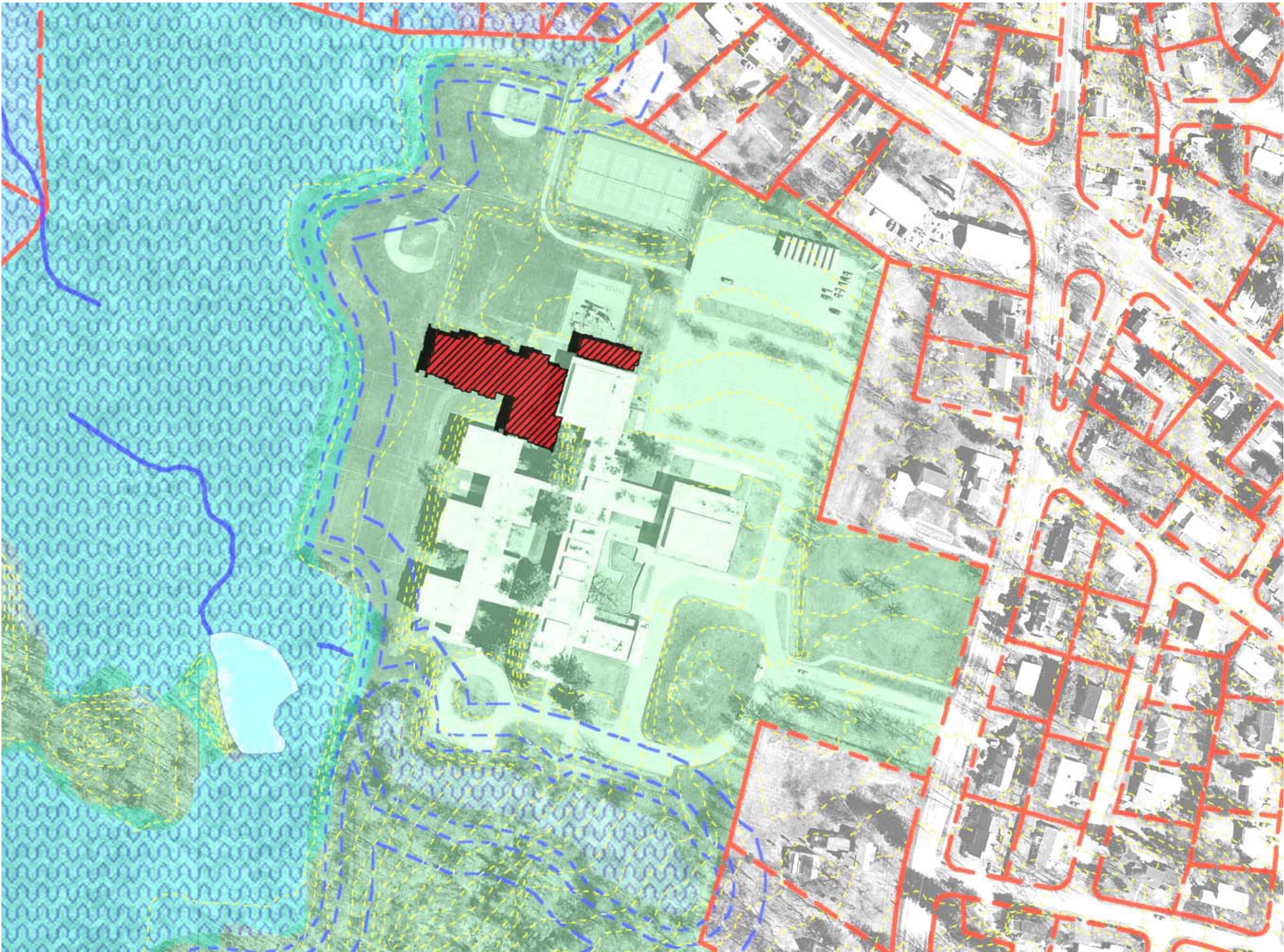
(b) Newman repairs NOT INCLUDED in school option costs.

(c) Project cost in 2008 dollars.

(d) Pre-K @ Newman

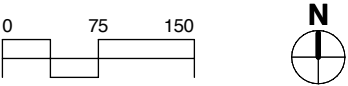
20 June 2006

Middle School
Newman
Option C-2.1/C-2.2
Floor Plans



- Legend
- Existing Building
 - New Construction
 - Property area
 - Property Lines
 - 2ft Contour Lines
 - Water Feature
 - Pond
 - River
 - Stream
 - Wetland Setback
 - 25ft Wetland Setback
 - 50ft Wetland Setback
 - 100ft Wetland Setback
 - 200ft River Setback
 - Flood Plain
 - 100 Year Shallow Flooding 1 - 3 Feet
 - 100 Year Flood Plain Detailed
 - 100 Year Flood Plain Approximate
 - Wetland
 - Bog
 - Deep Marsh
 - Shallow Marsh Meadow or Fen
 - Shrub Swamp
 - Wooded Swamp Deciduous
 - Wooded Swamp Coniferous
 - Wooded Swamp Mixed Trees

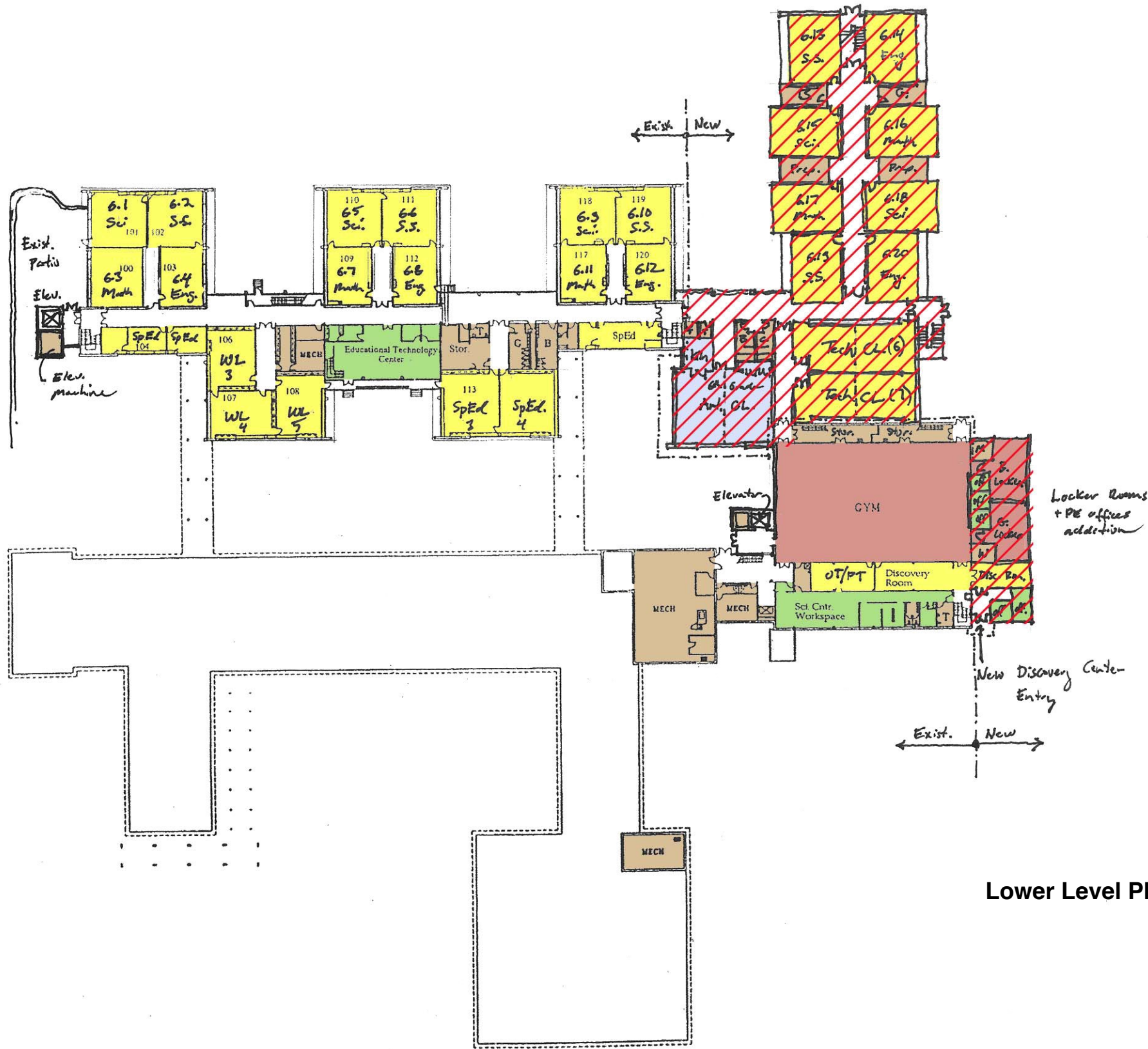
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23 February 2006

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Middle School
Newman
Option C-2.1/C-2.2
Floor Plans



Lower Level Plan

Capacity: 880 MS Students
+ 88 Pre-K

New Construction	
Lower Flr	21,575 GSF
Upper Flr	21,550 GSF
Total	43,125 GSF

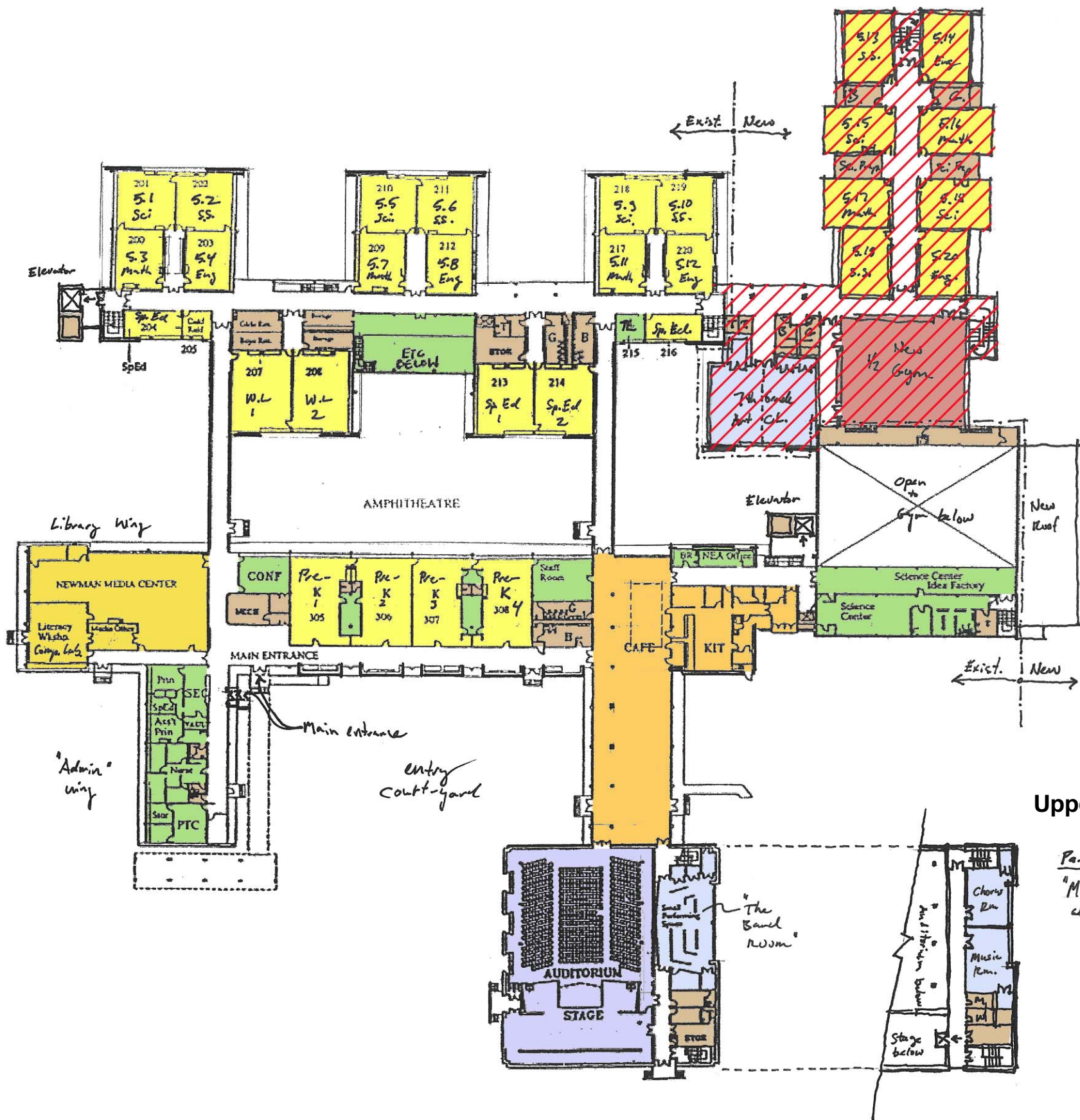
Renovation	
Lower Flr	0 GSF
Upper Flr	4,200 GSF
Total	4,200 GSF

Existing No Work	
Lower Flr	26,800 GSF
Upper Flr	81,050 GSF
Total	107,850 GSF

Total Gross Area	
Lower Flr	48,375 GSF
Upper Flr	106,800 GSF
Total	155,175 GSF

- LEGEND
- Classrooms / SPED
 - Library
 - Community Multipurpose
 - Gymnasium
 - Art / Music
 - Cafeteria / Kitchen
 - Administration
 - Building Services
 - Circulation

Middle School
Newman
Option C-2.1/C-2.2
Floor Plans



Capacity: 880 MS Students
+ 88 Pre-K

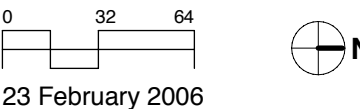
New Construction	
Lower Flr	21,575 GSF
Upper Flr	21,550 GSF
Total	43,125 GSF

Renovation	
Lower Flr	0 GSF
Upper Flr	4,200 GSF
Total	4,200 GSF

Existing No Work	
Lower Flr	26,800 GSF
Upper Flr	81,050 GSF
Total	107,850 GSF

Total Gross Area	
Lower Flr	48,375 GSF
Upper Flr	106,800 GSF
Total	155,175 GSF

- LEGEND
- Classrooms / SPED
 - Library
 - Community Multipurpose
 - Gymnasium
 - Art / Music
 - Cafeteria / Kitchen
 - Administration
 - Building Services
 - Circulation

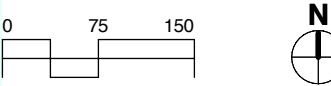


Middle School
Dedham Avenue
Option A-2.1/A-2.2
Site Plan



- Legend**
- Property area
 - Property Lines
 - 2ft Contour Lines
 - Water Feature**
 - Pond
 - River
 - Stream
 - Wetland Setback**
 - 25ft Wetland Setback
 - 50ft Wetland Setback
 - 100ft Wetland Setback
 - 200ft River Setback
 - Flood Plain**
 - 100 Year Shallow Flooding 1 - 3 Feet
 - 100 Year Flood Plain Detailed
 - 100 Year Flood Plain Approximate
 - Wetland**
 - Bog
 - Deep Marsh
 - Shallow Marsh Meadow or Fen
 - Shrub Swamp
 - Wooded Swamp Deciduous
 - Wooded Swamp Coniferous
 - Wooded Swamp Mixed Trees

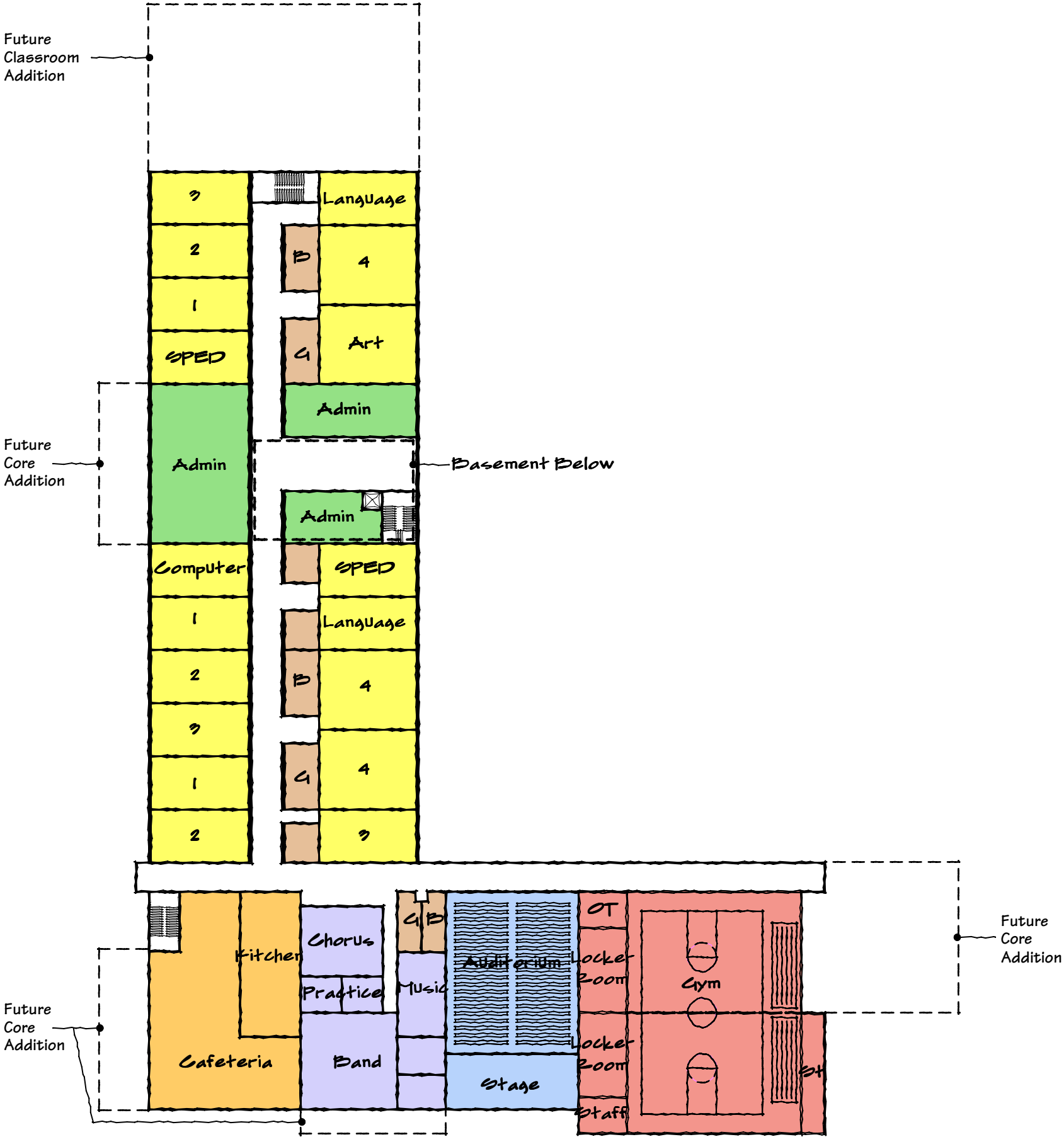
Aerial photograph is from
NeedhamGIS data, taken in 1999.



22 September 2006

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Middle School
Prototype
Option A-2.1/A-2.2
Floor Plans



FIRST FLOOR PLAN

Capacity 528 Students

Basement 2,350 GSF

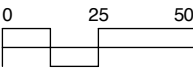
1st Flr 61,350 GSF

2nd Flr 34,500 GSF

Total 98,200 GSF

LEGEND

- Classrooms / SPED
- Library
- Community Multipurpose
- Gymnasium
- Art / Music
- Cafeteria / Kitchen
- Administration
- Building Services
- Circulation



07 April 2006

DiNisco Design Partnership
architects and planners

Middle School
Prototype
Option A-2.1/A-2.2
Floor Plans



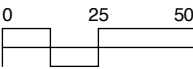
SECOND FLOOR PLAN

Capacity 528 Students

Basement 2,350 GSF
1st Flr 61,350 GSF
2nd Flr 34,500 GSF

Total 98,200 GSF

- LEGEND
- Classrooms / SPED
 - Library
 - Community Multipurpose
 - Gymnasium
 - Art / Music
 - Cafeteria / Kitchen
 - Administration
 - Building Services
 - Circulation



07 April 2006

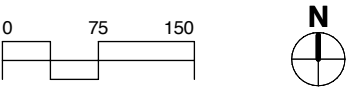
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Middle School
High Rock
Option D-5
Site Plan



- Legend
- Existing Building
 - New Construction
 - Property area
 - Property Lines
 - 2ft Contour Lines
 - Water Feature
 - Pond
 - River
 - Stream
 - Wetland Setback
 - 25ft Wetland Setback
 - 50ft Wetland Setback
 - 100ft Wetland Setback
 - 200ft River Setback
 - Flood Plain
 - 100 Year Shallow Flooding 1 - 3 Feet
 - 100 Year Flood Plain Detailed
 - 100 Year Flood Plain Approximate
 - Wetland
 - Bog
 - Deep Marsh
 - Shallow Marsh Meadow or Fen
 - Shrub Swamp
 - Wooded Swamp Deciduous
 - Wooded Swamp Coniferous
 - Wooded Swamp Mixed Trees

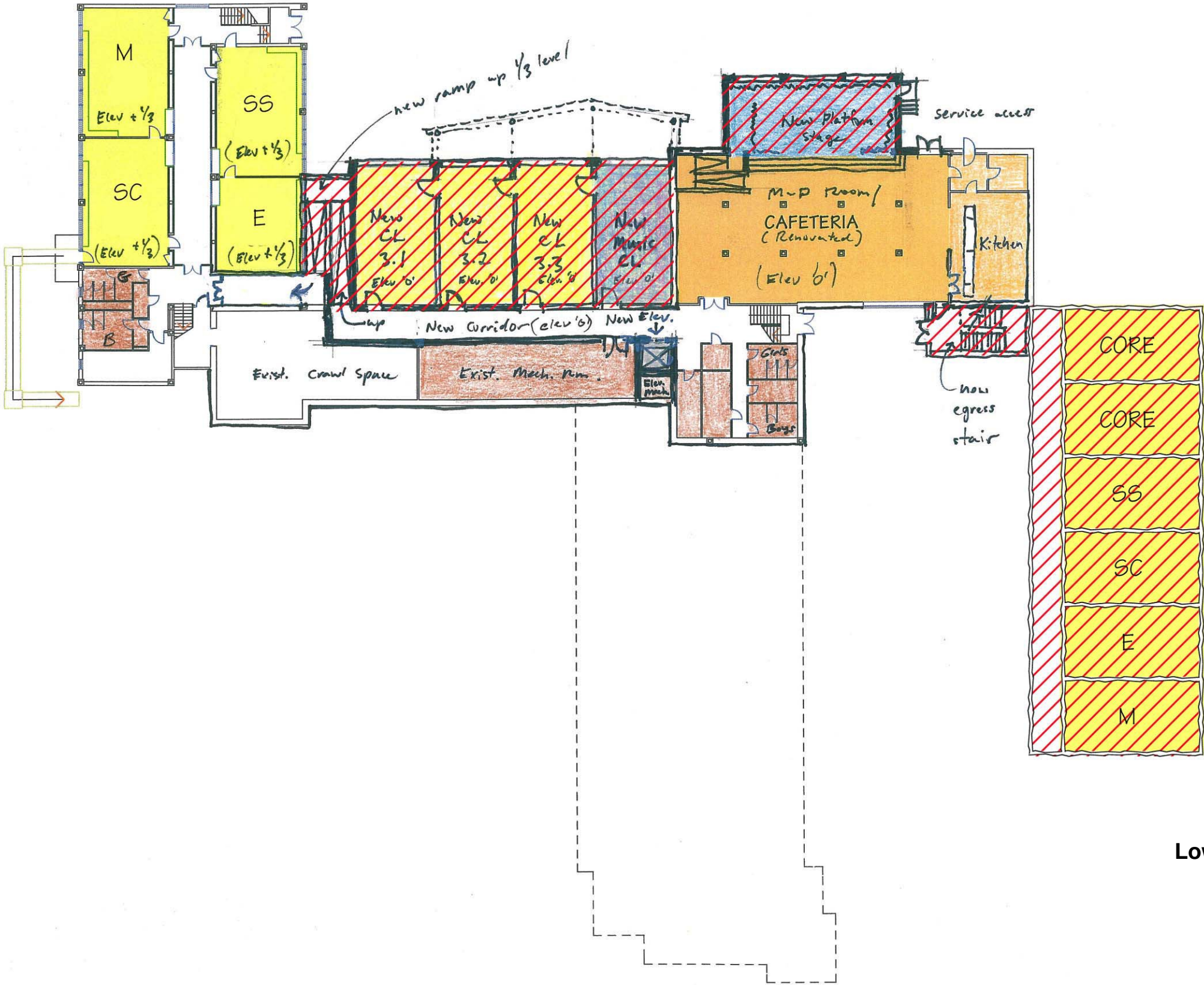
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14 August 2006

DiNisco Design Partnership
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Middle School
High Rock
Option D-5
Floor Plans



Capacity 440 Students

New Construction

Lower Flr 5,532 GSF

Upper Flr 6,382 GSF

Total 11,914 GSF

Renovation

Lower Flr 14,157 GSF

Upper Flr 24,830 GSF

Total 38,987 GSF

Existing No Work

Lower Flr 0 GSF

Upper Flr 0 GSF

Total 0 GSF

Total Gross Area

Lower Flr 19,689 GSF

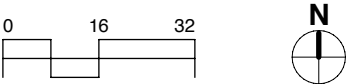
Upper Flr 31,212 GSF

Total 50,901 GSF

Portables 5,952 GSF

LEGEND

- Classrooms / SPED
- Library
- Community Multipurpose
- Gymnasium
- Art / Music
- Cafeteria / Kitchen
- Administration
- Building Services
- Circulation



14 August 2006

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Upper Level Plan

☐ **Circulation**

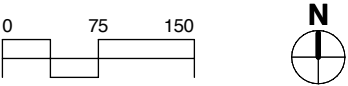
Page S3 - 15

Middle School
Pollard
Option B-1/B-2
Site Plan



- Legend
- Existing Building
 - New Construction
 - Property area
 - Property Lines
 - 2ft Contour Lines
 - Water Feature
 - Pond
 - River
 - Stream
 - Wetland Setback
 - 25ft Wetland Setback
 - 50ft Wetland Setback
 - 100ft Wetland Setback
 - 200ft River Setback
 - Flood Plain
 - 100 Year Shallow Flooding 1 - 3 Feet
 - 100 Year Flood Plain Detailed
 - 100 Year Flood Plain Approximate
 - Wetland
 - Bog
 - Deep Marsh
 - Shallow Marsh Meadow or Fen
 - Shrub Swamp
 - Wooded Swamp Deciduous
 - Wooded Swamp Coniferous
 - Wooded Swamp Mixed Trees

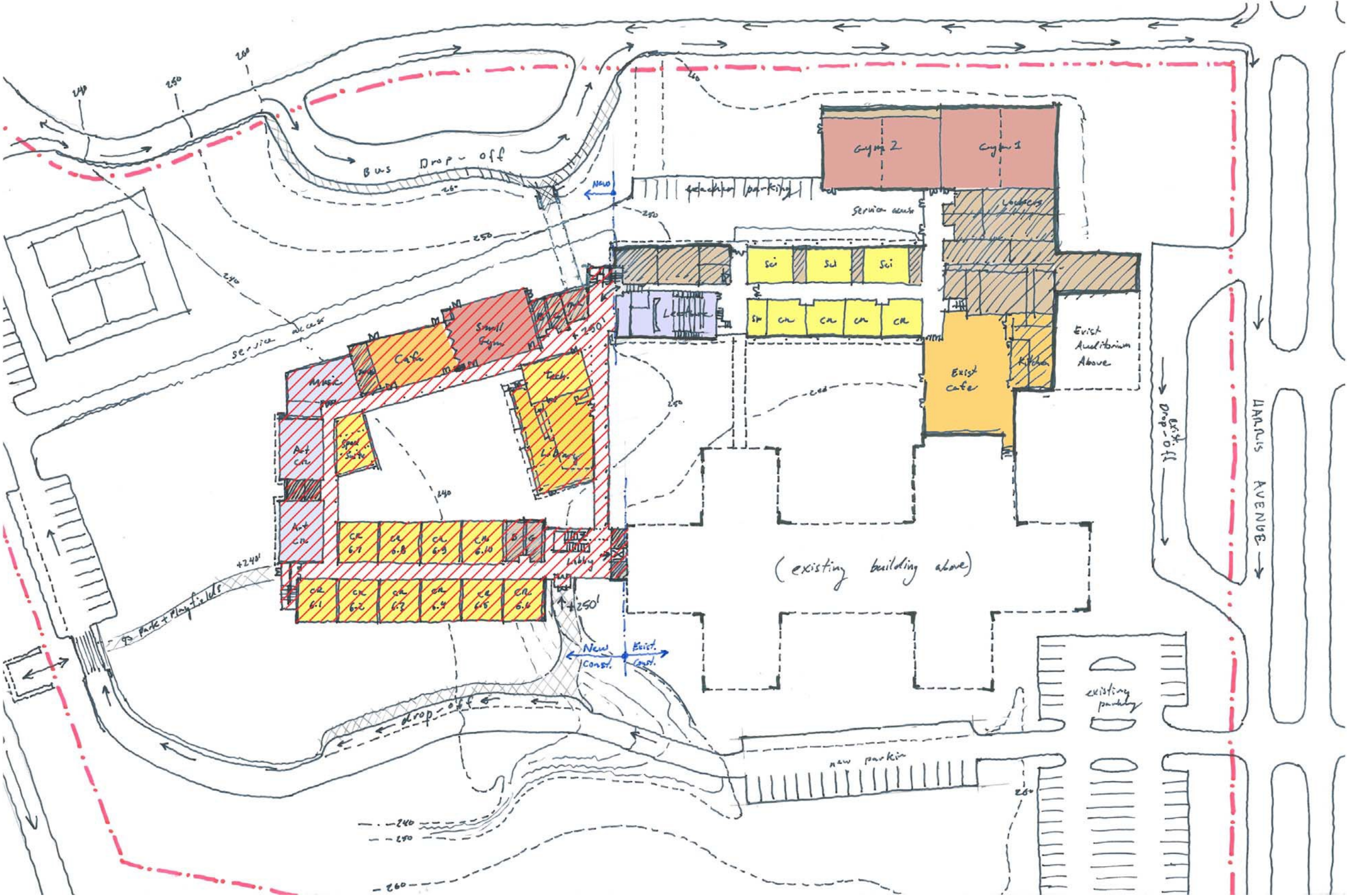
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23 February 2006

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Middle School
Pollard
Option B-1/B-2
Floor Plans



Capacity 1350 Students

New Construction

Lower Flr	45,200 GSF
Upper Flr	27,300 GSF
Total	72,500 GSF

Renovation

Lower Flr	330 GSF
Upper Flr	3,100 GSF
Total	3,430 GSF

Existing No Work

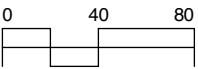
Lower Flr	49,400 GSF
Upper Flr	84,575 GSF
Total	133,975 GSF

Total Gross Area

Lower Flr	94,930 GSF
Upper Flr	114,975 GSF
Total	209,905 GSF

LEGEND

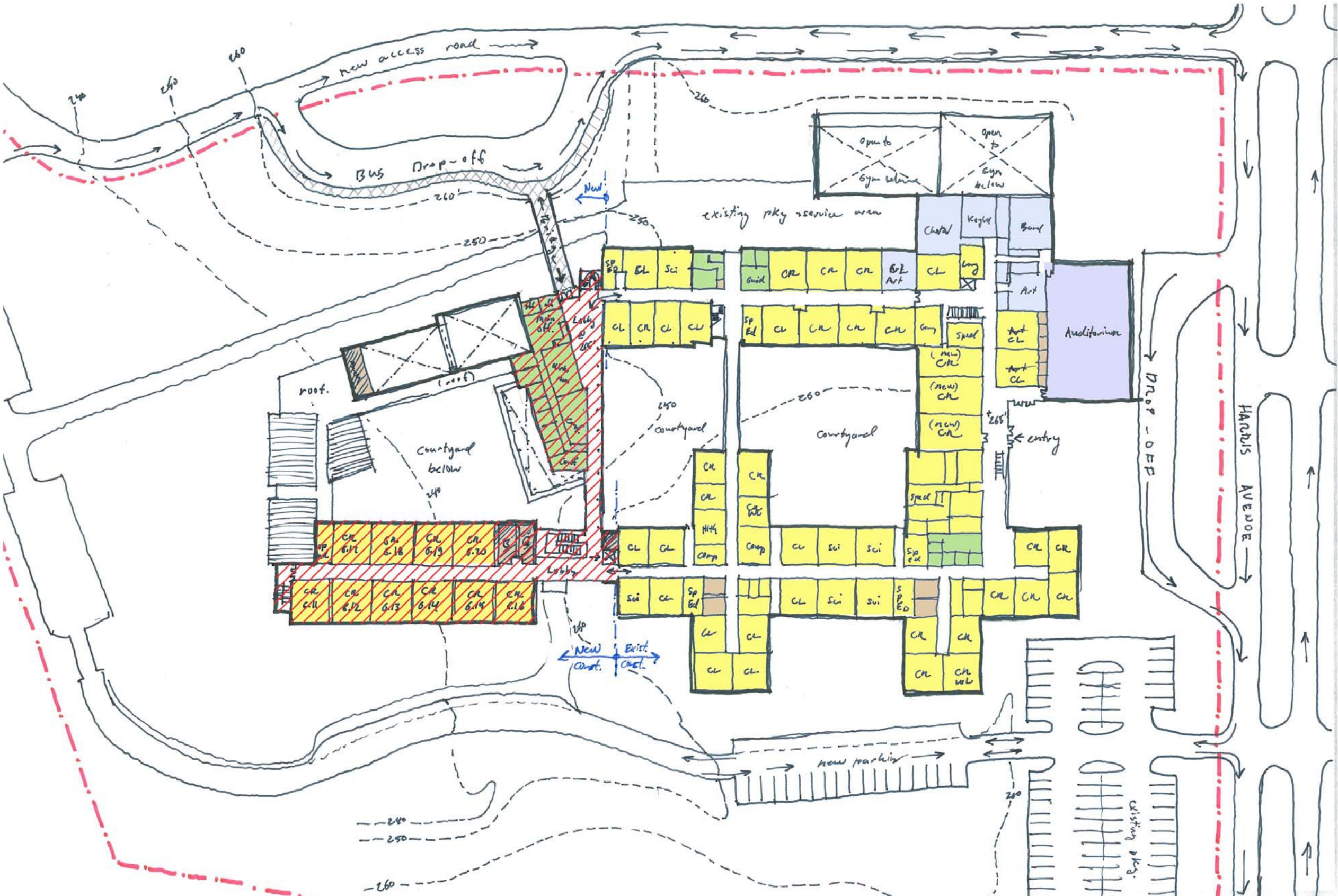
- Classrooms / SPED
- Library
- Community Multipurpose
- Gymnasium
- Art / Music
- Cafeteria / Kitchen
- Administration
- Building Services
- Circulation



28 February 2006

Site Plan / Lower Level Plan

Middle School
Pollard
Option B-1/B-2
Floor Plans



Capacity 1350 Students

New Construction

Lower Flr	45,200 GSF
Upper Flr	27,300 GSF
Total	72,500 GSF

Renovation

Lower Flr	330 GSF
Upper Flr	3,100 GSF
Total	3,430 GSF

Existing No Work

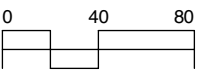
Lower Flr	49,400 GSF
Upper Flr	84,575 GSF
Total	133,975 GSF

Total Gross Area

Lower Flr	94,930 GSF
Upper Flr	114,975 GSF
Total	209,905 GSF

LEGEND

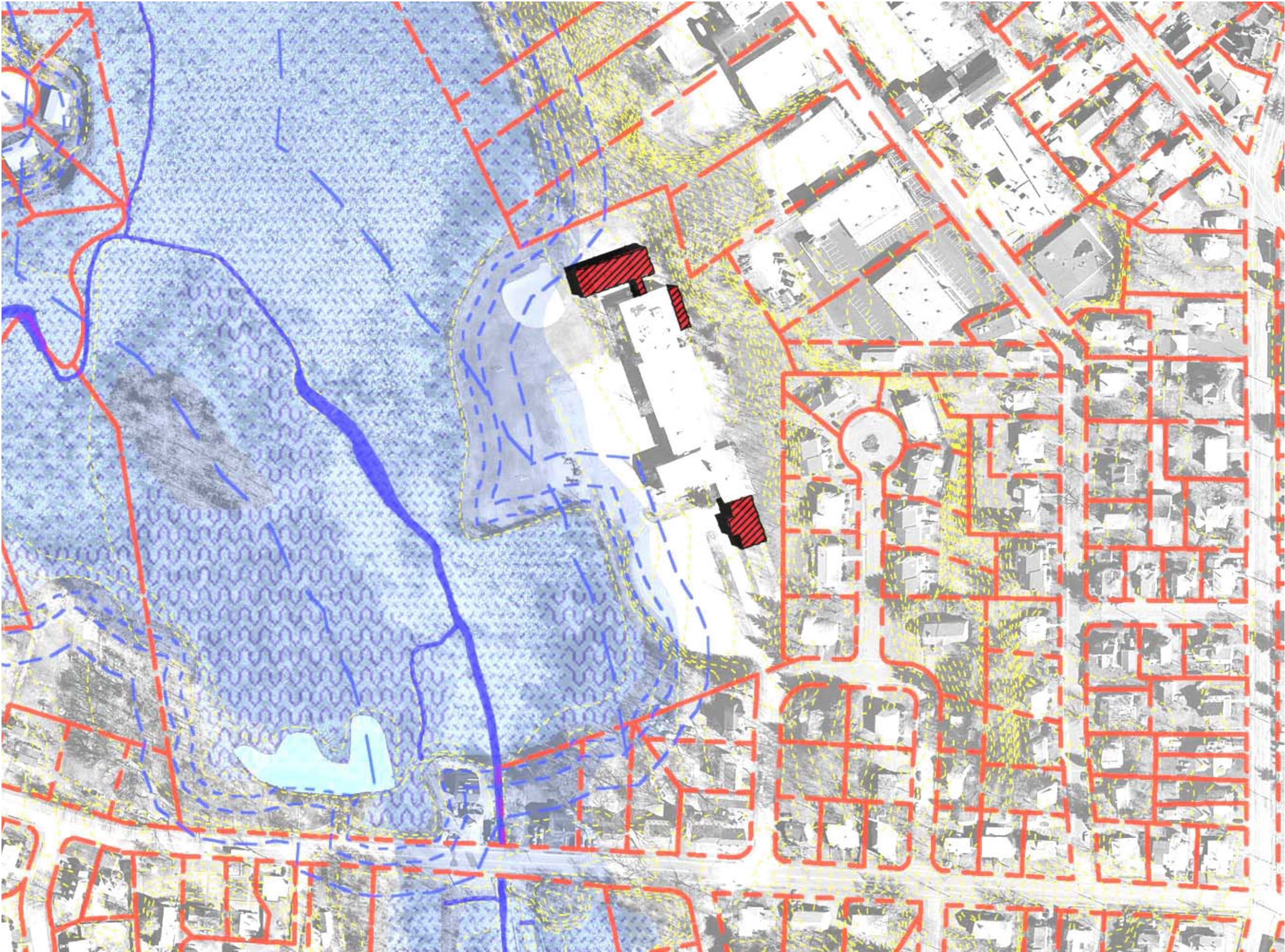
- Classrooms / SPED
- Library
- Community Multipurpose
- Gymnasium
- Art / Music
- Cafeteria / Kitchen
- Administration
- Building Services
- Circulation



28 February 2006

Site Plan / Upper Level Plan

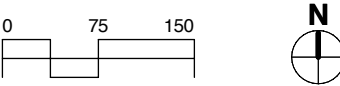
Elementary School
Hillside
Modernization
Site Plan



Legend

- Existing Building
- New Construction
- Property area
- Property Lines
- 2ft Contour Lines
- Water Feature**
 - Pond
 - River
 - Stream
- Wetland Setback**
 - 25ft Wetland Setback
 - 50ft Wetland Setback
 - 100ft Wetland Setback
 - 200ft River Setback
- Flood Plain**
 - 100 Year Shallow Flooding 1 - 3 Feet
 - 100 Year Flood Plain Detailed
 - 100 Year Flood Plain Approximate
- Wetland**
 - Bog
 - Deep Marsh
 - Shallow Marsh Meadow or Fen
 - Shrub Swamp
 - Wooded Swamp Deciduous
 - Wooded Swamp Coniferous
 - Wooded Swamp Mixed Trees

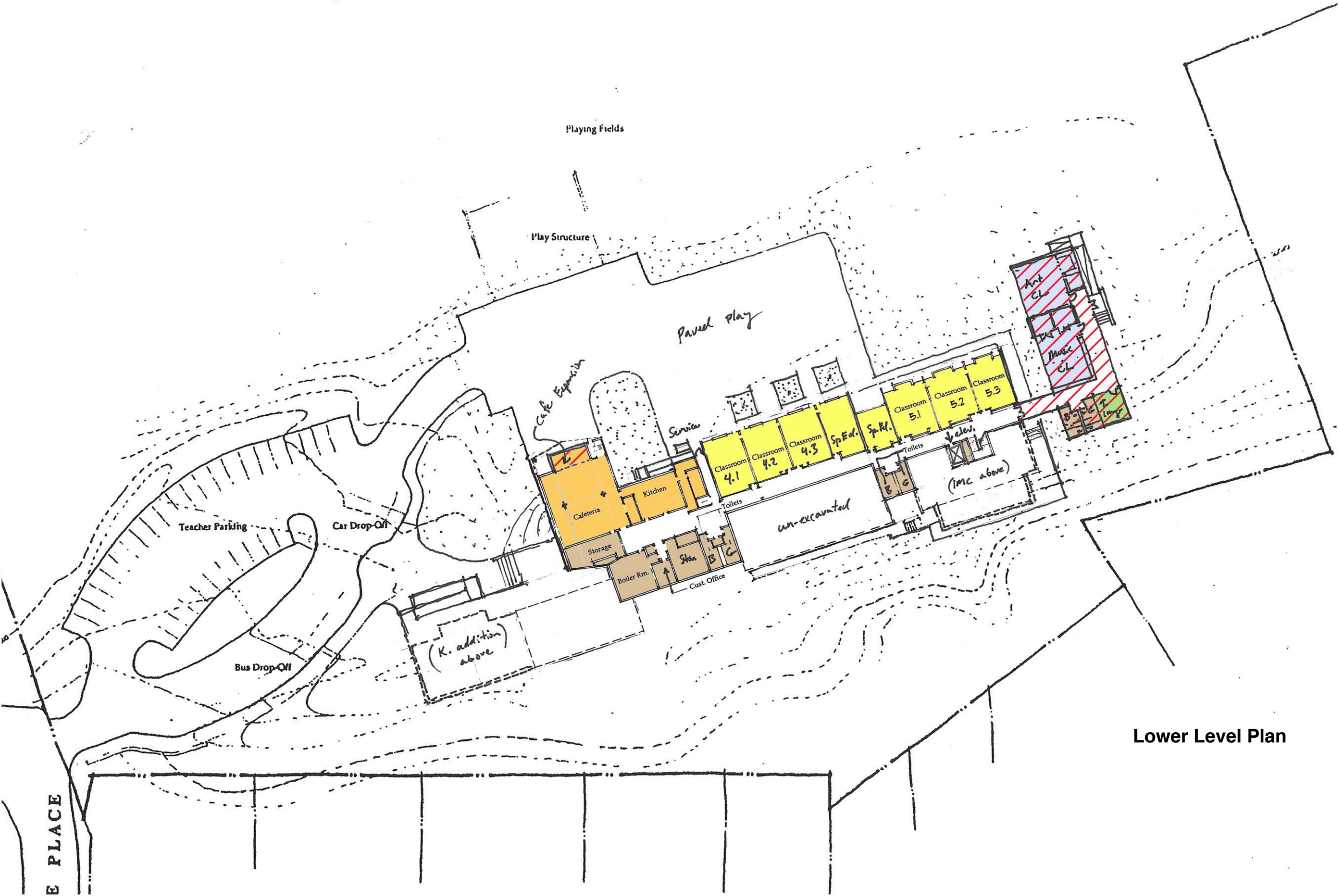
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21 September 2006

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Elementary School
Hillside
Modernization
Floor Plans



Lower Level Plan

Capacity 360 Students
Grades K-5
(full-day Kindergarten)

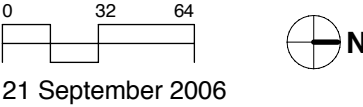
New Construction	
Lower Flr	5,518 GSF
Upper Flr	4,270 GSF
Total	9,788 GSF

Renovation	
Lower Flr	18,713 GSF
Upper Flr	28,188 GSF
Total	46,901 GSF

Existing No Work	
Lower Flr	
Upper Flr	
Total	

Total Gross Area	
Lower Flr	24,231 GSF
Upper Flr	32,458 GSF
Total	56,689 GSF

- LEGEND
- Classrooms / SPED
 - Library
 - Community Multipurpose
 - Gymnasium
 - Art / Music
 - Cafeteria / Kitchen
 - Administration
 - Building Services
 - Circulation



Elementary School
Hillside
Modernization
Floor Plans

Capacity 360 Students
Grades K-5
(full-day Kindergarten)

New Construction

Lower Flr 5,518 GSF
Upper Flr 4,270 GSF
Total 9,788 GSF

Renovation

Lower Flr 18,713 GSF
Upper Flr 28,188 GSF
Total 46,901 GSF

Existing No Work

Lower Flr
Upper Flr
Total

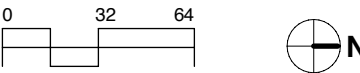
Total Gross Area

Lower Flr 24,231 GSF
Upper Flr 32,458 GSF
Total 56,689 GSF

LEGEND

- Classrooms / SPED
- Library
- Community Multipurpose
- Gymnasium
- Art / Music
- Cafeteria / Kitchen
- Administration
- Building Services
- Circulation

Upper Level Plan



21 September 2006

DiNisco Design Partnership
architects and planners

Elementary School
Mitchell
Modernization
Site Plan



Legend

Existing Building

New Construction

Property area

Property Lines

2ft Contour Lines

Water Feature

Pond

River

Stream

Wetland Setback

25ft Wetland Setback

50ft Wetland Setback

100ft Wetland Setback

200ft River Setback

Flood Plain

100 Year Shallow Flooding 1 - 3 Feet

100 Year Flood Plain Detailed

100 Year Flood Plain Approximate

Wetland

Bog

Deep Marsh

Shallow Marsh Meadow or Fen

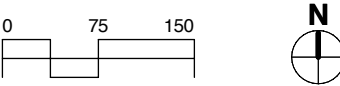
Shrub Swamp

Wooded Swamp Deciduous

Wooded Swamp Coniferous

Wooded Swamp Mixed Trees

Aerial photograph is from
NeedhamGIS data, taken in 1999.



21 September 2006

DiNisco Design Partnership
architects and planners

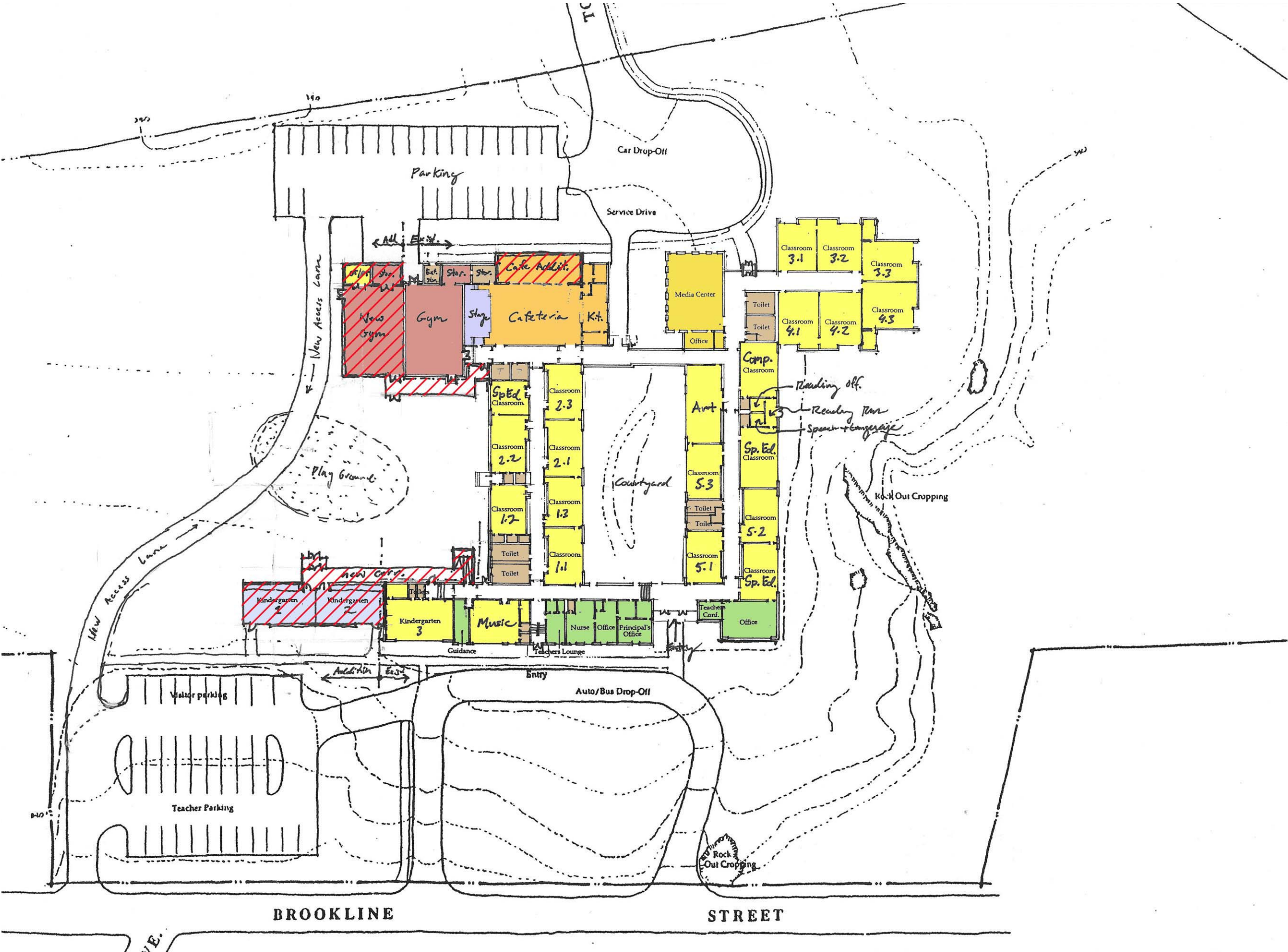
Elementary School
Mitchell
Option 2
Floor Plans

Capacity 360 Students
Grades K-5

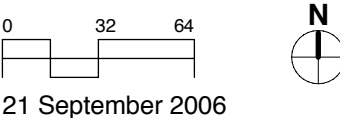
New Construction
Total 9,537 GSF

Renovation
Total 50,586 GSF

Total Gross Area
Total 60,123 GSF



- LEGEND
- Classrooms / SPED
 - Library
 - Community Multipurpose
 - Gymnasium
 - Art / Music
 - Cafeteria / Kitchen
 - Administration
 - Building Services
 - Circulation



Elementary School
High Rock
Addition/Renovation
Site Plan



Legend

Existing Building

New Construction

Property area

Property Lines

2ft Contour Lines

Water Feature

Pond

River

Stream

Wetland Setback

25ft Wetland Setback

50ft Wetland Setback

100ft Wetland Setback

200ft River Setback

Flood Plain

100 Year Shallow Flooding 1 - 3 Feet

100 Year Flood Plain Detailed

100 Year Flood Plain Approximate

Wetland

Bog

Deep Marsh

Shallow Marsh Meadow or Fen

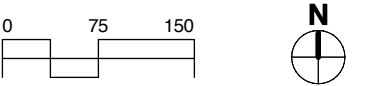
Shrub Swamp

Wooded Swamp Deciduous

Wooded Swamp Coniferous

Wooded Swamp Mixed Trees

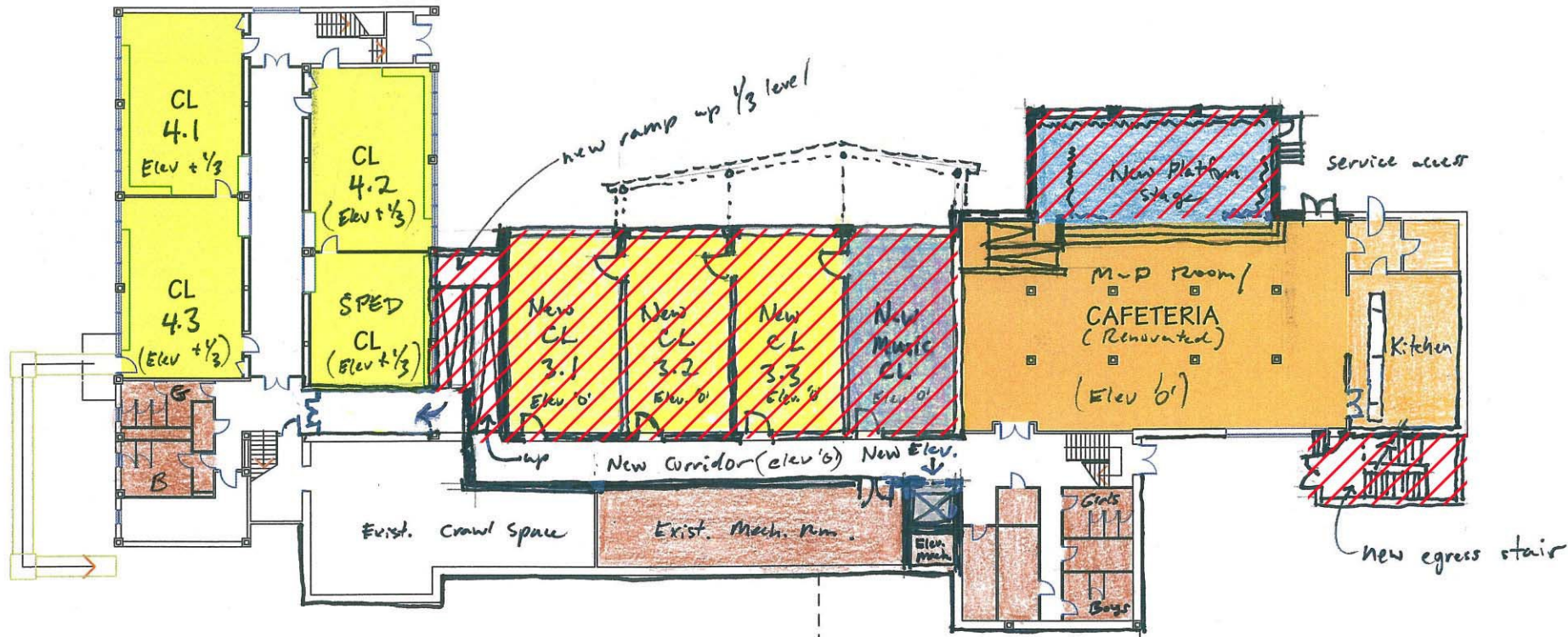
Aerial photograph is from
NeedhamGIS data, taken in 1999.



23 February 2006

DiNisco Design Partnership
architects and planners

Elementary School
High Rock
Addition/Renovation
Floor Plans



Lower Level:

Classrooms:

3rd Grade 3cls x 22 = 66

4th Grade 3cls x 22 = 66

1 sped

1 music

+ Cafeteria

132 students

Lower Level Plan

Capacity 336 Students
Grades K-4
(full-day Kindergarten)

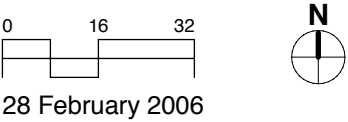
New Construction	
Lower Flr	5,532 GSF
Upper Flr	6,382 GSF
Total	11,914 GSF

Renovation	
Lower Flr	14,157 GSF
Upper Flr	24,830 GSF
Total	38,987 GSF

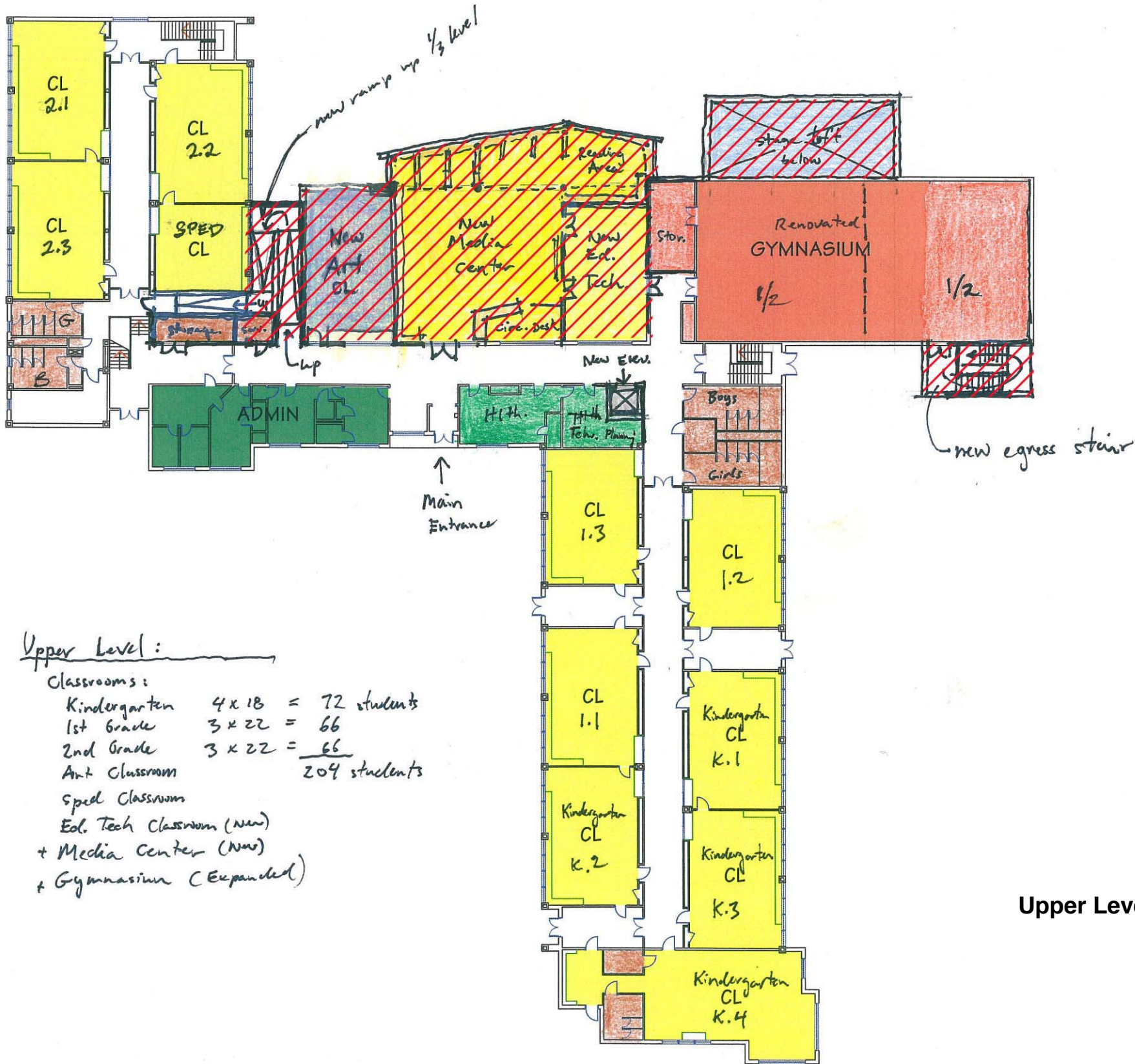
Existing No Work	
Lower Flr	0 GSF
Upper Flr	0 GSF
Total	0 GSF

Total Gross Area	
Lower Flr	19,689 GSF
Upper Flr	31,212 GSF
Total	50,901 GSF

- LEGEND
- Classrooms / SPED
 - Library
 - Community Multipurpose
 - Gymnasium
 - Art / Music
 - Cafeteria / Kitchen
 - Administration
 - Building Services
 - Circulation



Elementary School
High Rock
Addition/Renovation
Floor Plans



Upper Level:

Classrooms:

Kindergarten	4 x 18	= 72 students
1st Grade	3 x 22	= 66
2nd Grade	3 x 22	= 66
Art Classroom		204 students

Sped Classroom
Ed. Tech Classroom (New)
+ Media Center (New)
+ Gymnasium (Expanded)

Capacity 336 Students
Grades K-4
(full-day Kindergarten)

New Construction

Lower Flr	5,532 GSF
Upper Flr	6,382 GSF
Total	11,914 GSF

Renovation

Lower Flr	14,157 GSF
Upper Flr	24,830 GSF
Total	38,987 GSF

Existing No Work

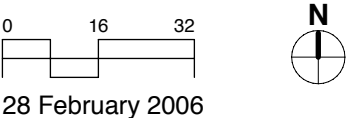
Lower Flr	0 GSF
Upper Flr	0 GSF
Total	0 GSF

Total Gross Area

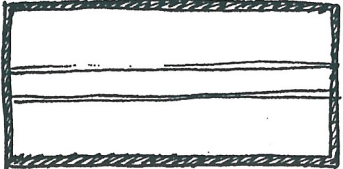
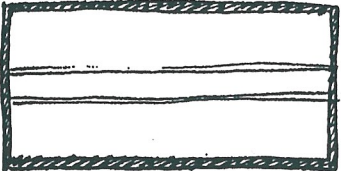
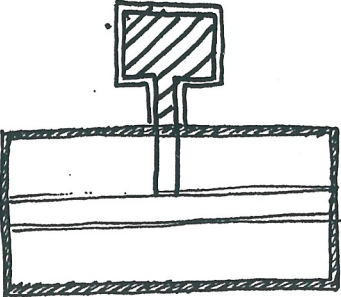
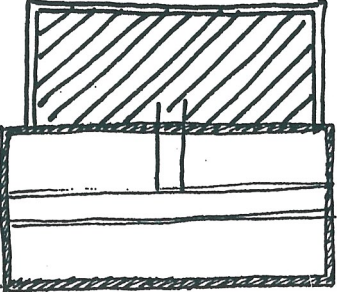
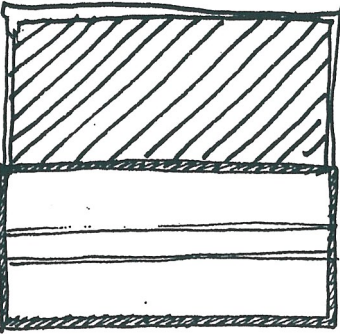
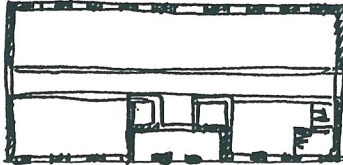
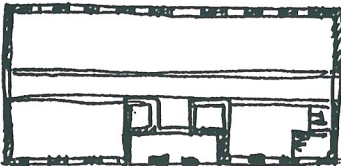
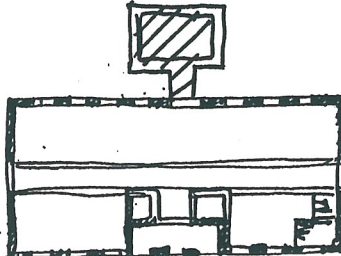
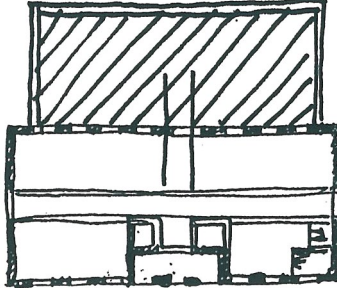
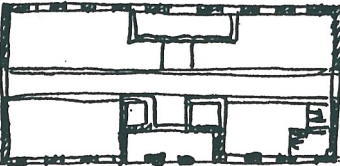
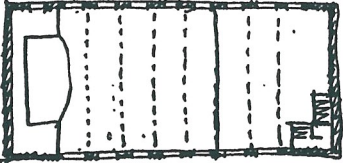
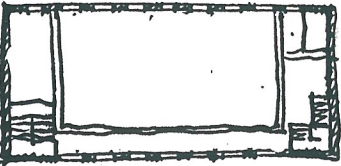
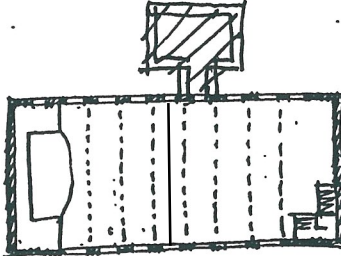
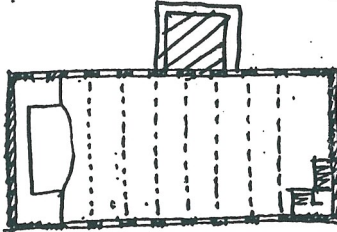
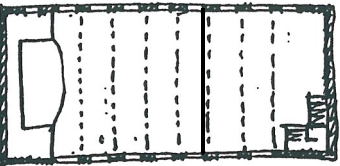
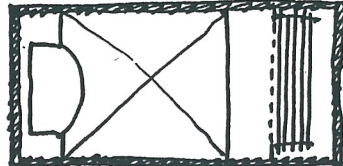
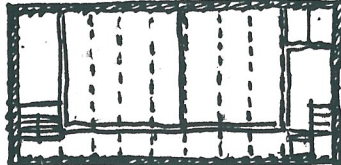
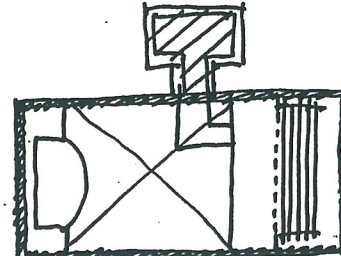
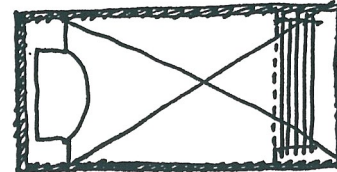
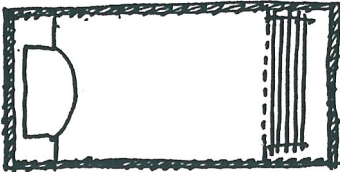
Lower Flr	19,689 GSF
Upper Flr	31,212 GSF
Total	50,901 GSF

- LEGEND
- Classrooms / SPED
 - Library
 - Community Multipurpose
 - Gymnasium
 - Art / Music
 - Cafeteria / Kitchen
 - Administration
 - Building Services
 - Circulation

Upper Level Plan



Town Hall
Options Matrix

	Renovation A-1	Renovation A-2	Addition B-1	Addition B-2	Addition B-3	
<u>Bsmnt.</u>						
<u>1st Flr.</u>						
<u>2nd Flr.</u>						
<u>3rd Flr. (Balcony)</u>						
	<div><div>(-) Minimal Area</div><div>(-) Egress Issues</div><div>(-) Function</div></div>	<div><div>(+) Historical / Design</div><div>(+) Function</div></div>	<div><div>(-) Minimal Area</div><div>(-) Historical / Design</div><div>(-) Function</div></div>	<div><div>(-) Historical / Design</div><div>(+) Function</div></div>	<div><div>(-) Egress Issues</div><div>(+) Historical / Design</div><div>(+) Function</div></div>	

Town Hall - Infill Addition

Departments Not Included

COMMUNITY DEVELOPMENT

- Planning Board
- Conservation Commission
- Building Department

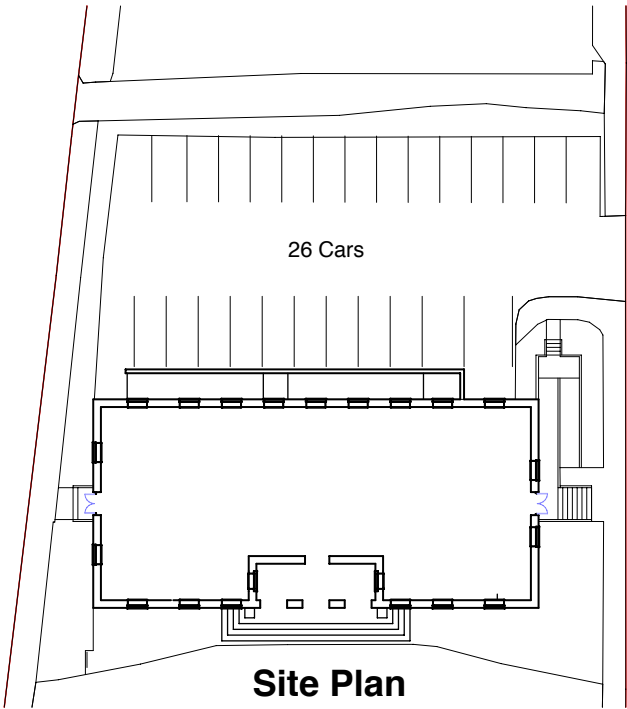
4,300 SF

Departments Shortfall

COMMUNITY SERVICES

- Park and Recreation Commission
- Board of Health
- Youth Commission
- Veterans Services

7,200 SF



Town Hall
Infill Addition
Floor Plans

LEGEND

Administration

- Town Manager / Selectmen
- Town Clerk
- Finance
- Personnel

Community Services

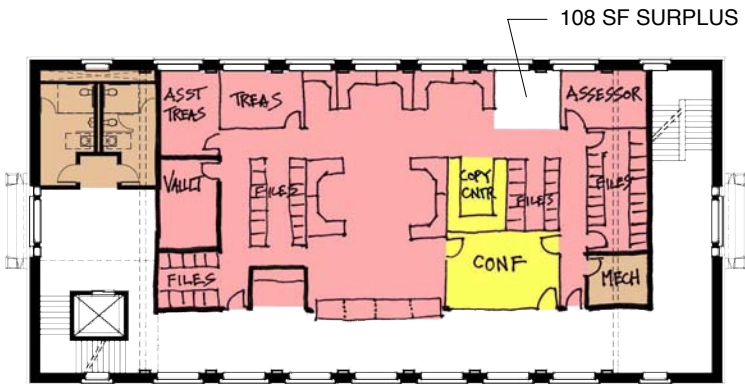
- Health Department
- Veteran's Services
- Youth Services
- Park & Recreation

Community Development

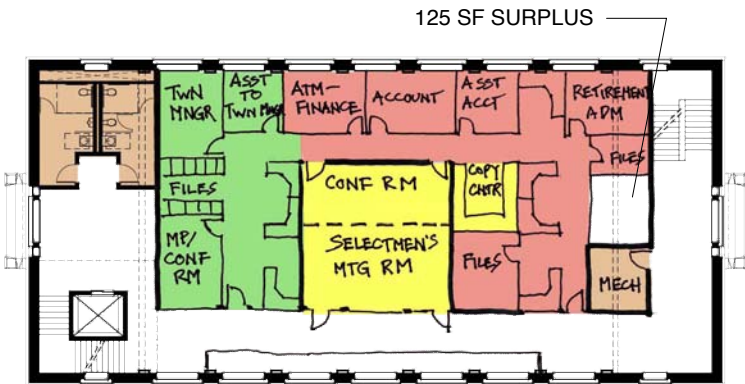
- Planning Department

Shared Facilities

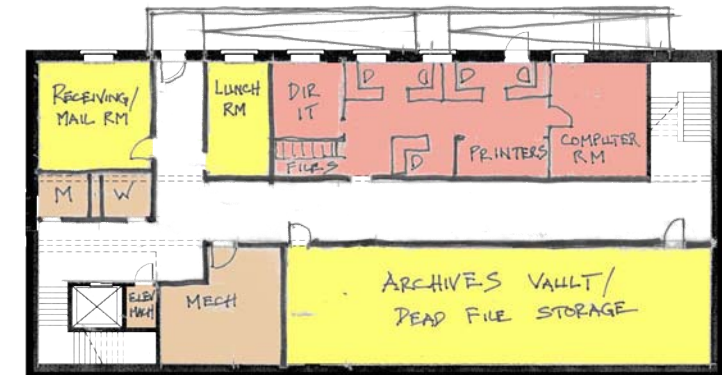
- Shared Facilities
- Building Services



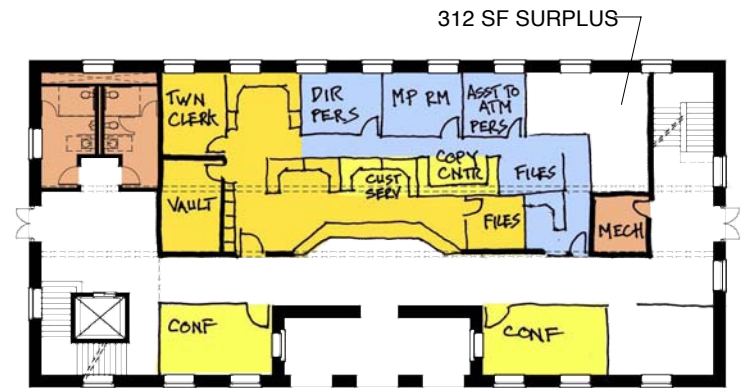
Second Floor



Third Floor



Lower Floor



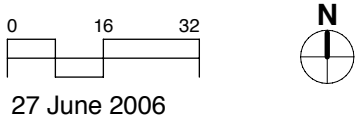
First Floor

Area by Floor	Design Net SF	Gross SF
Lower Floor	3,040	6,190
First Floor	3,030	6,190
Second Floor	3,280	6,190
Third Floor	3,280	6,190
Total	12,630	24,760
Total Surplus	545	

Design Area by Department

Town Manager / Selectmen	900
Town Clerk	1,060
Finance	5,255
Personnel	740
Shared	3,775

Project Cost (2008)	\$12.8 M
Rental Cost	\$
Total	\$12.8 M



27 June 2006

DiNisco Design Partnership
architects and planners

Town Hall
Infill Addition
3rd Flr Meeting Hall
Interior Perspective



14 February 2006

DiNisco Design Partnership
architects and planners

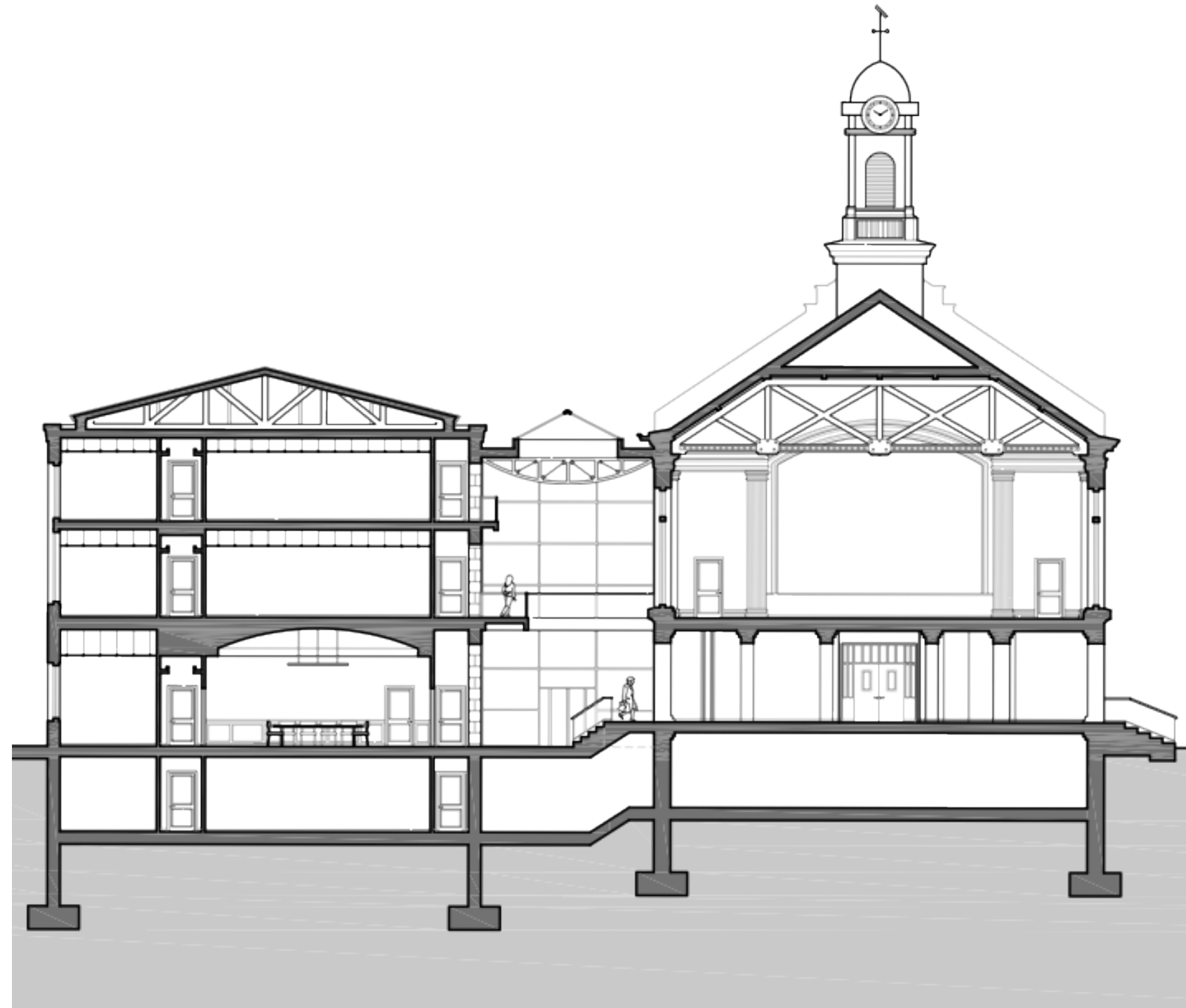
Building Services

Page S3 - 30

**Town Hall
Atrium Addition
Building Section &
Interior Perspective**



View of Gallery



Building Section

Drawings courtesy of Moe Handel and Martin Batt

0 8 16 N
10 August 2006

DiNisco Design Partnership
architects and planners

Town Hall
Atrium Addition
Exterior Perspective



Exterior perspective prepared by
DiNisco Design based on concept
plans courtesy of Moe Handel and
Martin Batt



14 August 2006

Perspective View

DiNisco Design Partnership
architects and planners

School
Administration
Emery Grover Bldg
Full Renovation
Floor Plans

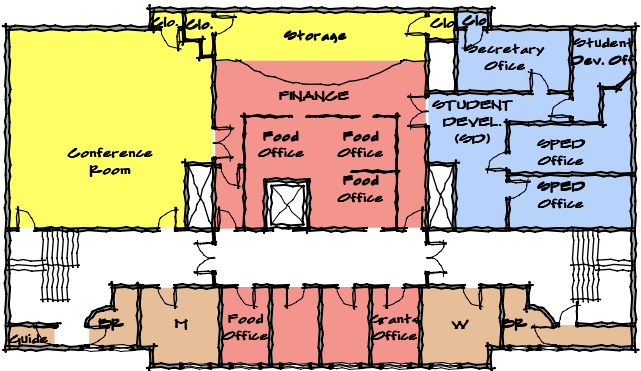
Area by Floor	Design Net SF	Gross SF
Ground Floor	3,384	5,958
First Floor	4,001	5,958
Second Floor	3,725	5,958
Attic Level	3,222	3511
Total	14,332	21,385

Area by Department

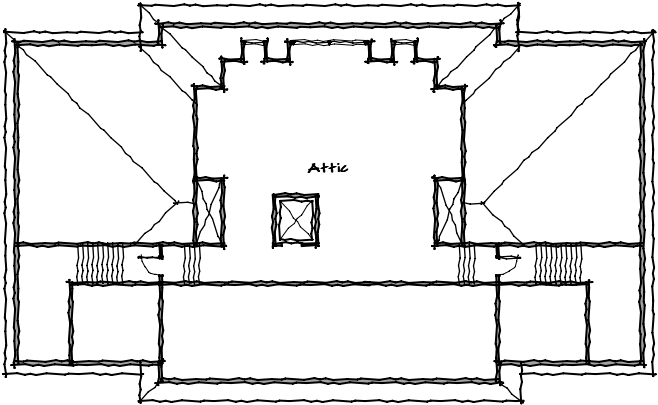
Town Offices	0
Finance	3,014
Personnel	971
Program Devel.	1,160
Student Devel.	1,804
Superintendent	971
Shared	2,609
Total	10,529

LEGEND

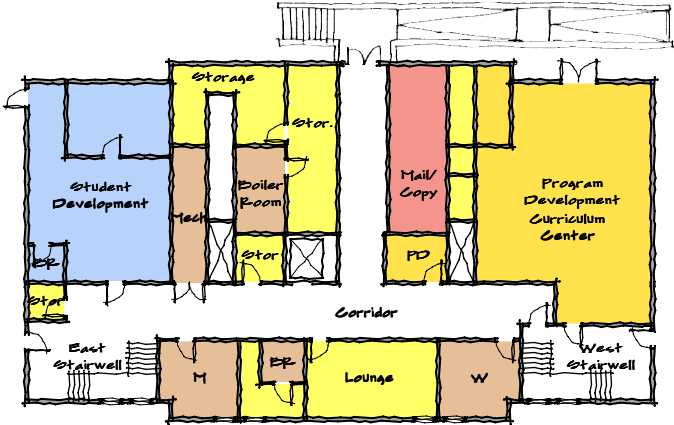
- Town Offices
- Finance
- Personnel
- Program Devel.
- Student Devel.
- Superintendent
- Shared
- Building Services



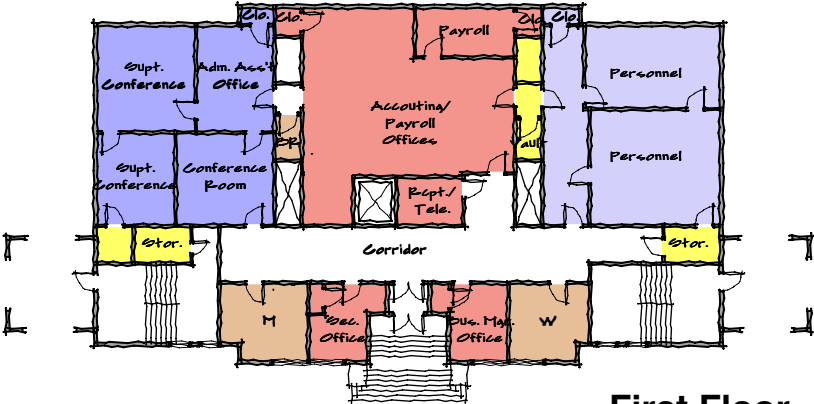
Second Floor



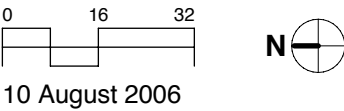
Third Floor



Lower Floor



First Floor



Emery Grover Bldg.
Town Hall Annex /
School Adm.
Full Renovation
Floor Plans

Area by Floor	Design Net SF	Gross SF
Ground Floor	3,384	5,958
First Floor	4,001	5,958
Second Floor	3,725	5,958
Attic Level	3,222	3511
Total	14,332	21,385

Area by Department
Town Hall Annex

Park & Rec	947
P & R Storage	200
Youth Services	907
Health	1,652
Conference	136
Veteran's Services	312
Total	4,540

Shortfall 2,691

Area by Department
School Administration

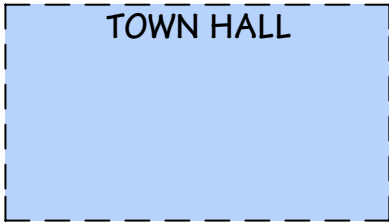
Mail / Copy	344
Prog. Development	1,820
Personnel	739
Superintendent	971
Finance	2,554
Student Devel.	2,576
Conference	136
Storage	643
Total	9,783

Shortfall 3,932

Proj. Cost (2008)	\$11.4 M
Rental Cost	\$
Total	\$11.4 M

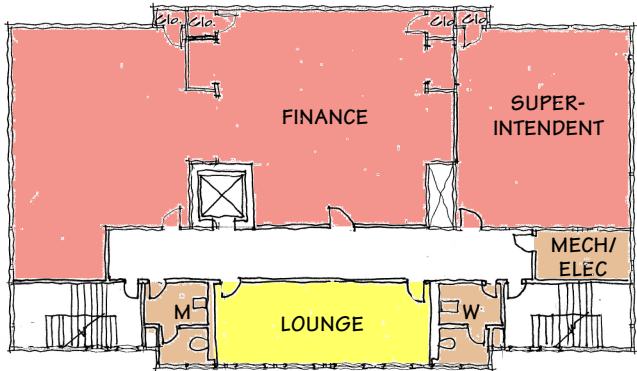
LEGEND

- Town Hall Annex
- School Dept Offices
- Building Services

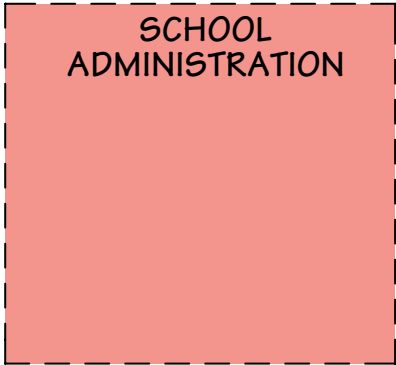


2,691 SF

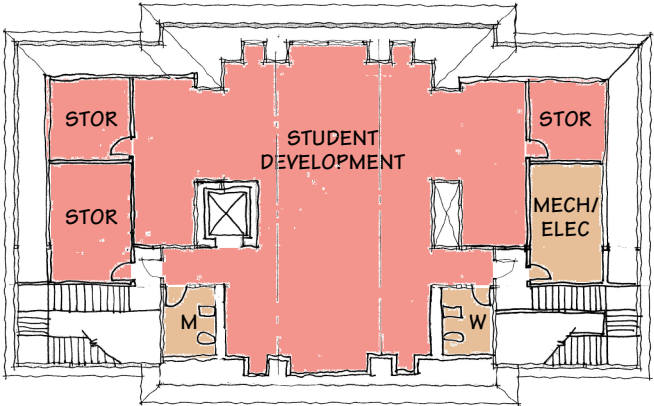
Department Shortfall



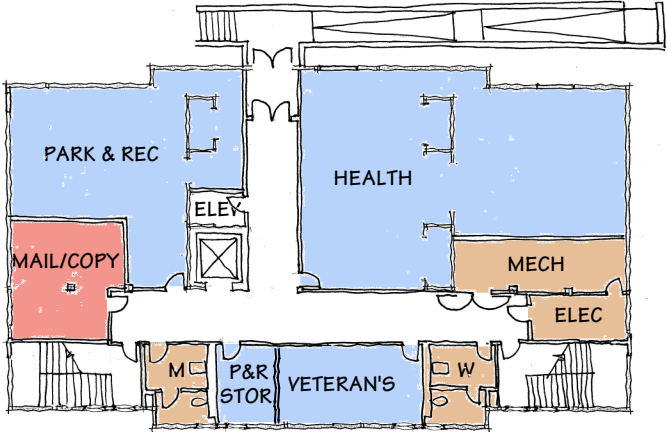
Second Floor



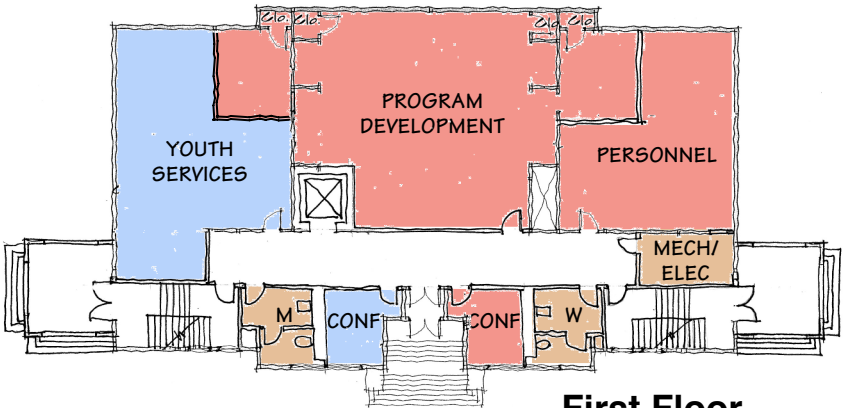
3,932 SF



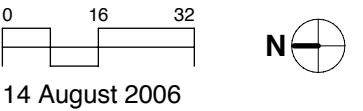
Attic Level



Ground Floor

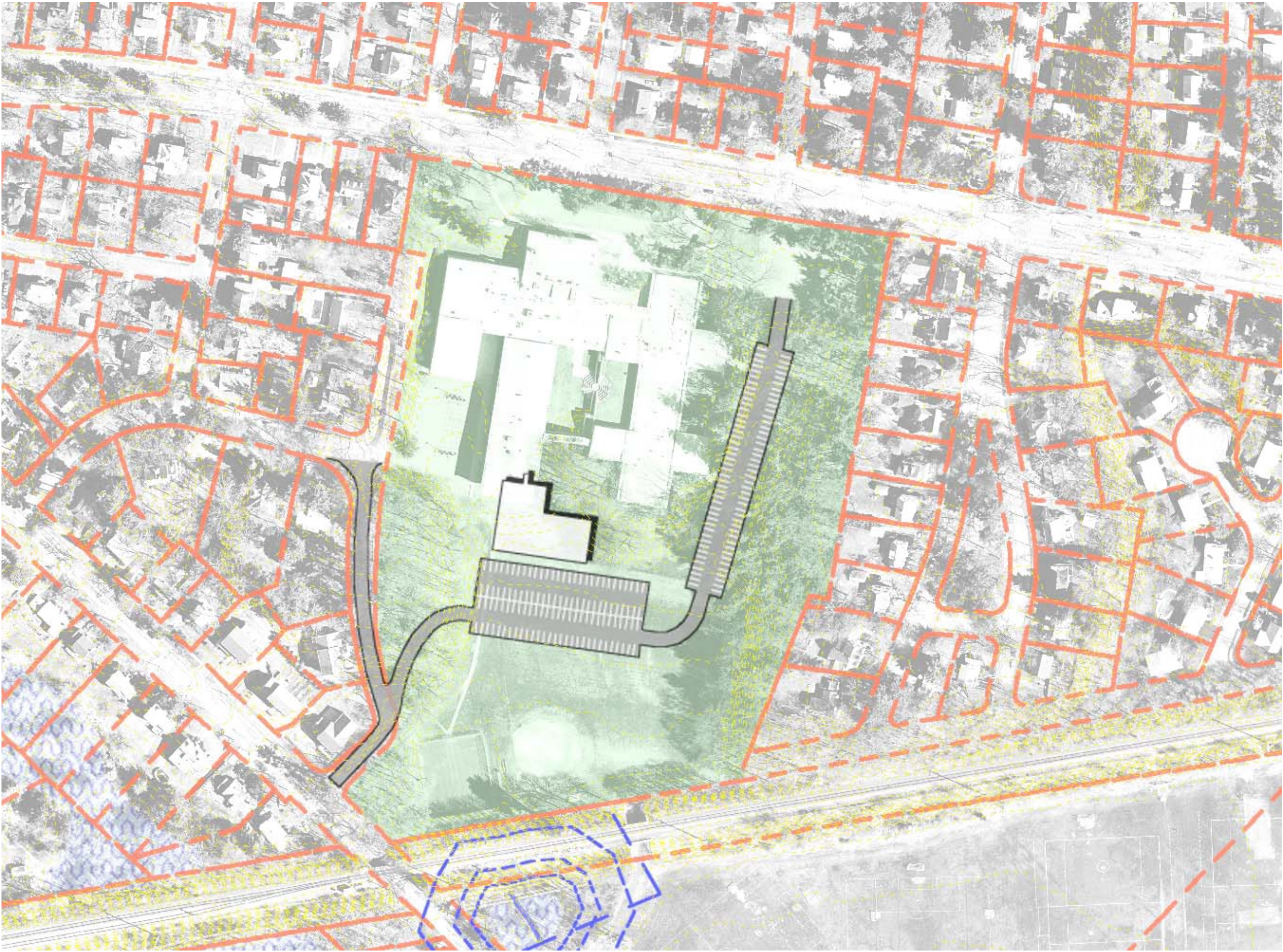


First Floor

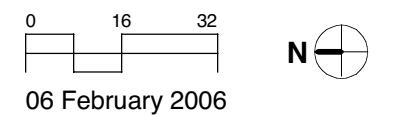


14 August 2006
DiNisco Design Partnership
architects and planners

School
Administration
Pollard School
Option 1
Site Plan



DiNisco Design Partnership
architects and planners Limited



Senior Center
Ridge Hill
Option 1
Floor Plan

Existing / New	Gross SF
Basement - New	774
First Floor - Existing	3,975
First Floor - Addition	774
Second Floor - Existing	3,975
Second Floor - Addition	774
Total	10,272
Existing Senior Center	6,441

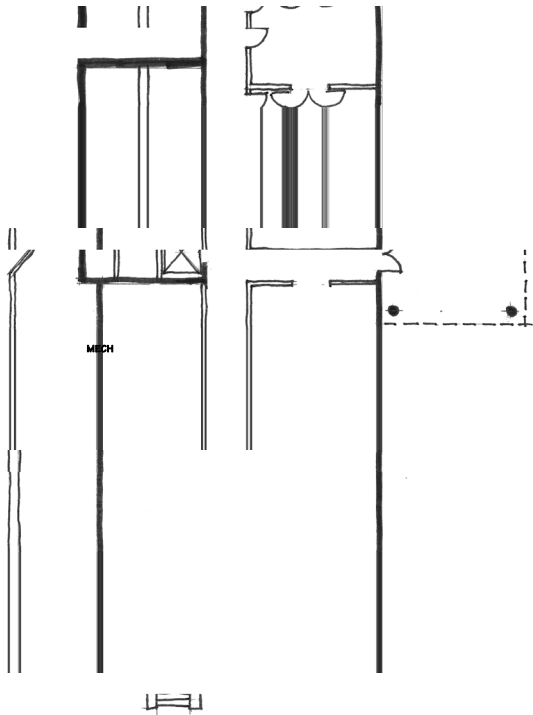
Area by Floor	Design Net SF	Gross SF
Basement	0	774
First Floor	2,678	4,749
Second Floor	2,909	4,749
Total	5,587	10,272

LEGEND

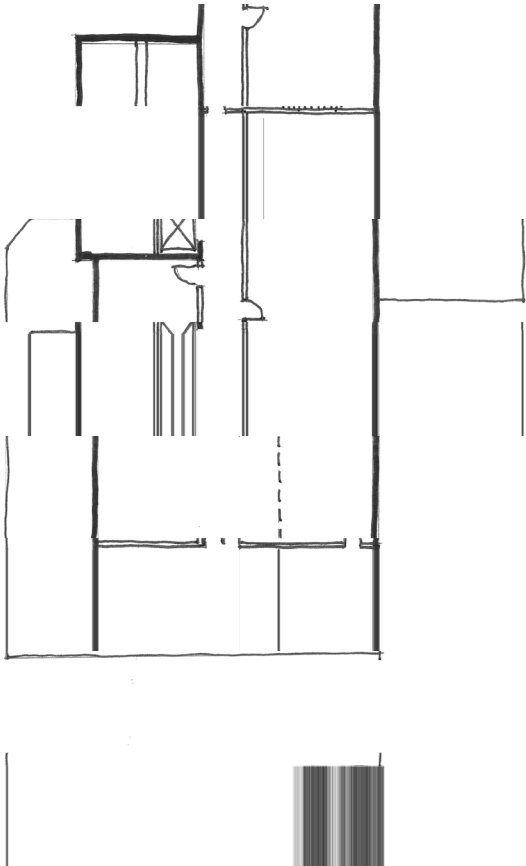
Senior Center

Building Services

Area by Activity COA	Proposed Net SF	Existing Net SF
Lobby / Reception	230	96
Lounge	468	285
Media Room	214	0
Kitchen	270	240
Dining Room	1,182	780
COA Offices	620	680
Senior Health	539	0
Multipurpose Room	948	748
Crafts	498	0
Billards	0	550
Cards	0	375
Toilets	618	264
Total	5,587	4018
Reduction	23,532	



First Floor



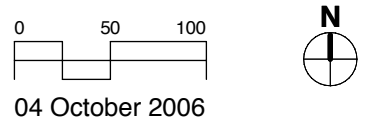
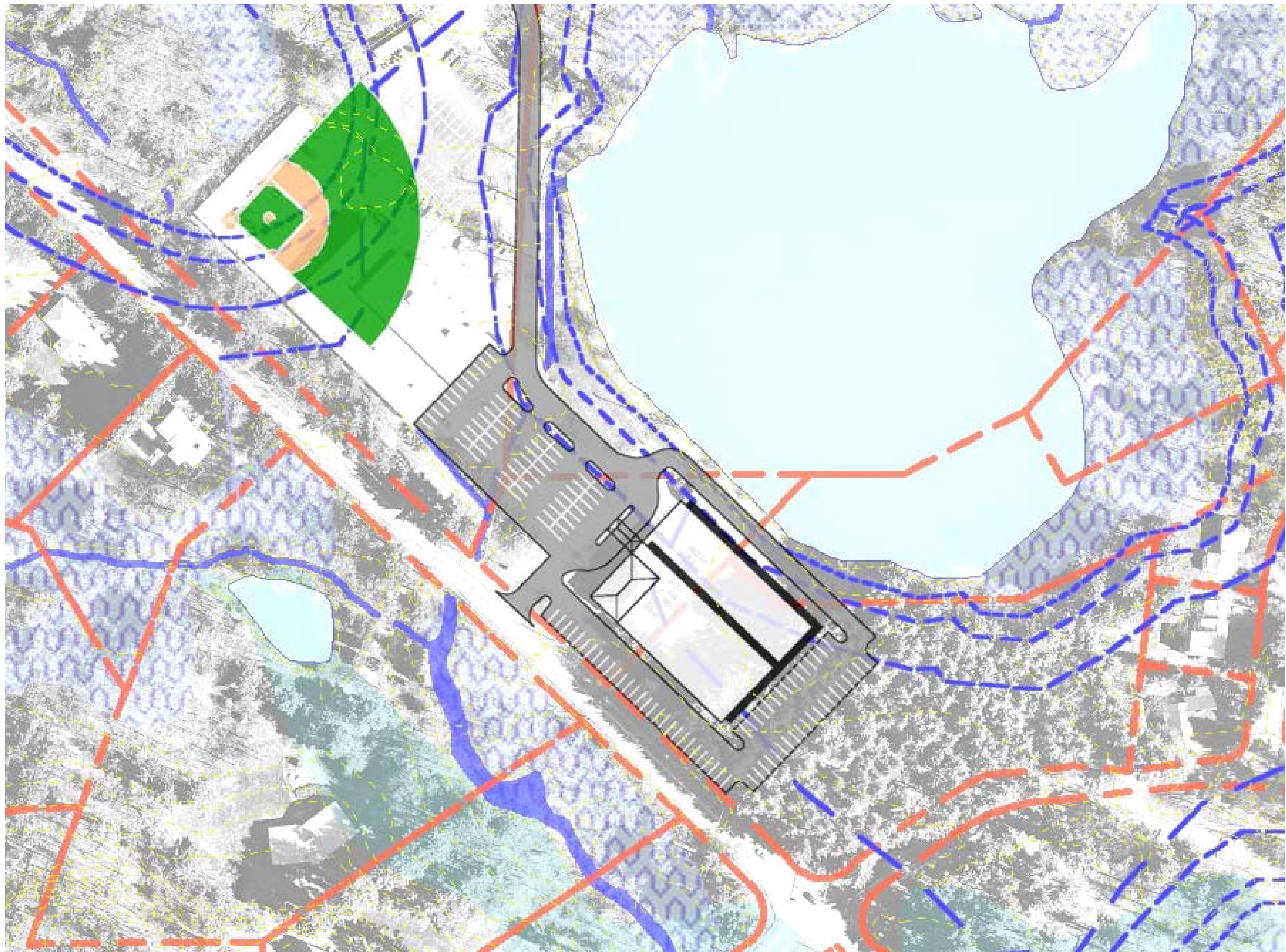
Second Floor

01632

N

10 October 2006

Senior Center
Dedham Ave.
Option 1
Site Plan

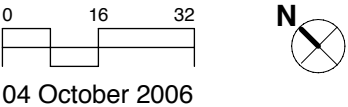


DiNisco Design Partnership
Limited
architects and planners

Senior Center
Dedham Ave.
Option 1
Floor Plans



FIRST FLOOR PLAN
Senior Center

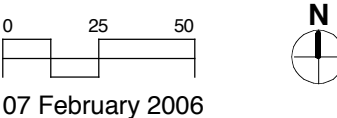


Senior Center
Rosemary Lake
Option 1
Site Plan

Program:
Community Center
Senior Center
Community Services



Site Plan prepared by DiNisco Design
based on Rosemary Lake Complex
Facilities Plan (Bargmann, Hendrie +
Archetype, Inc). See Inventory of Previ-
ous Studies, Volume 3.



DiNisco Design Partnership
architects and planners

Senior Center
Rosemary Lake
Option 1
Floor Plans

Program
Net Square Footage

Senior Center	20,315 NSF
Comm Serv	7,895 NSF
Gym, Fitness, Pool & Locker Rms	24,975 NSF
Total	53,185 NSF

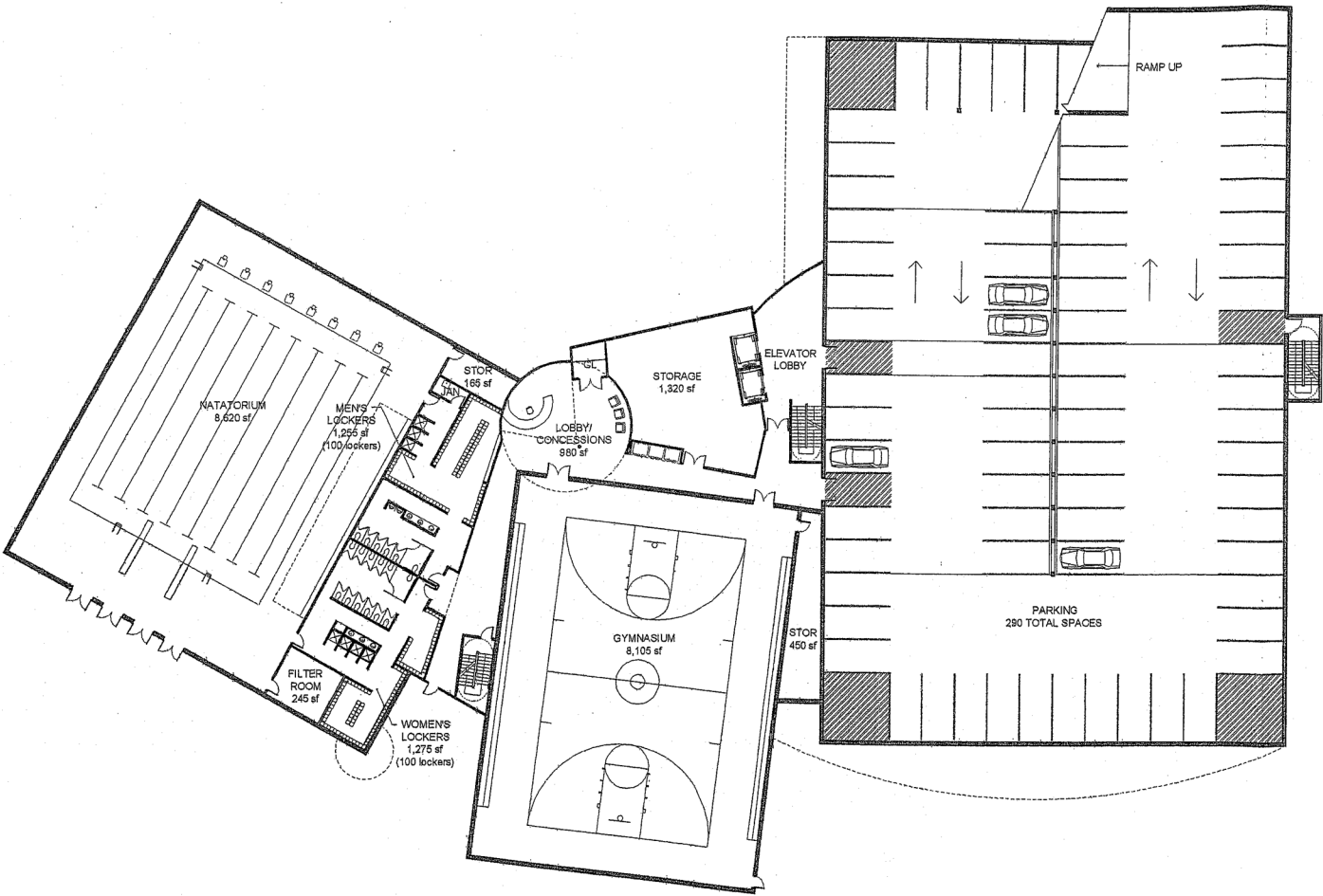
Building
Gross Square Footage'
by Program

Parking	102,369 GSF
Senior Cntr	26,169 GSF
Comm Serv	9,777 GSF
Gym, Fitness, Pool & Locker Rms	32,923 GSF
Future Use	10,316 GSF
Total	181,554 GSF

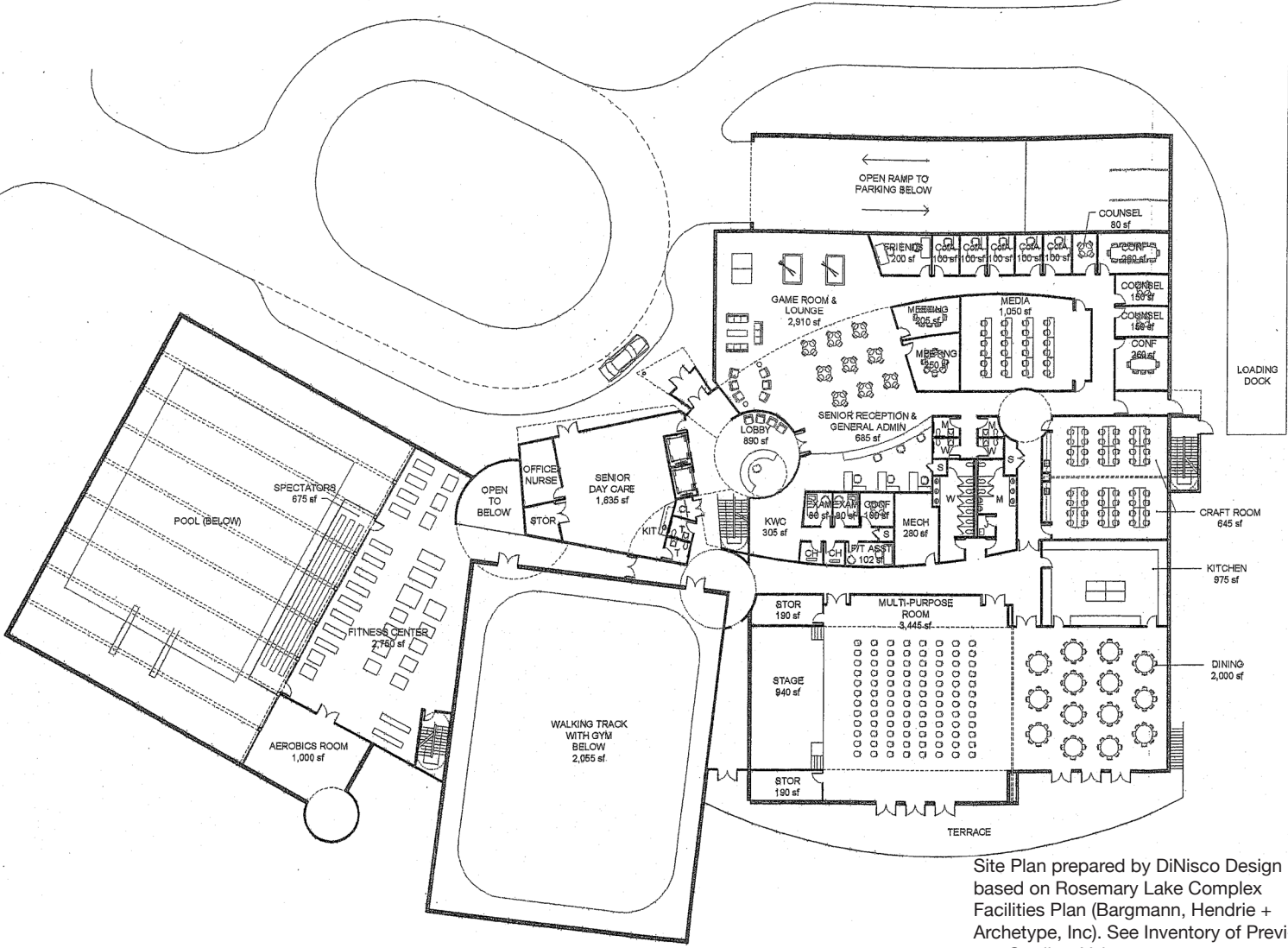
Building
Gross Square Footage'
by Floor

ParkingLevel 4	24,954 GSF
ParkingLevel 3	24,954 GSF
ParkingLeve 2	24,954 GSF
ParkingLevel 1 & First Floor	51,338 GSF
Second Floor	35,261 GSF
Third Floor	20,093 GSF
Total	181,554 GSF

Program:
Community Center
Senior Center
Community Services

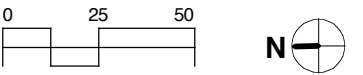


FIRST FLOOR



SECOND FLOOR

Site Plan prepared by DiNisco Design
based on Rosemary Lake Complex
Facilities Plan (Bargmann, Hendrie +
Archetype, Inc). See Inventory of Previ-
ous Studies, Volume 3.

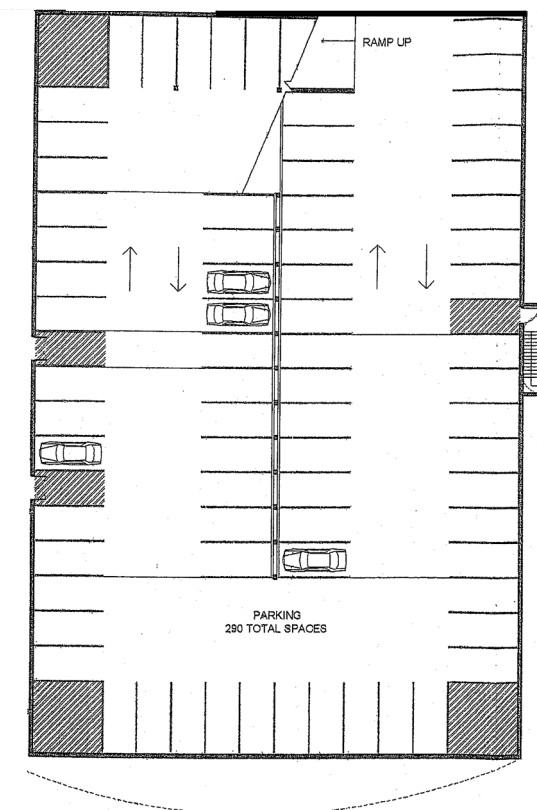


07 February 2006

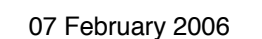
DiNisco Design Partnership
architects and planners

Program:
Community Center
Senior Center
Community Services

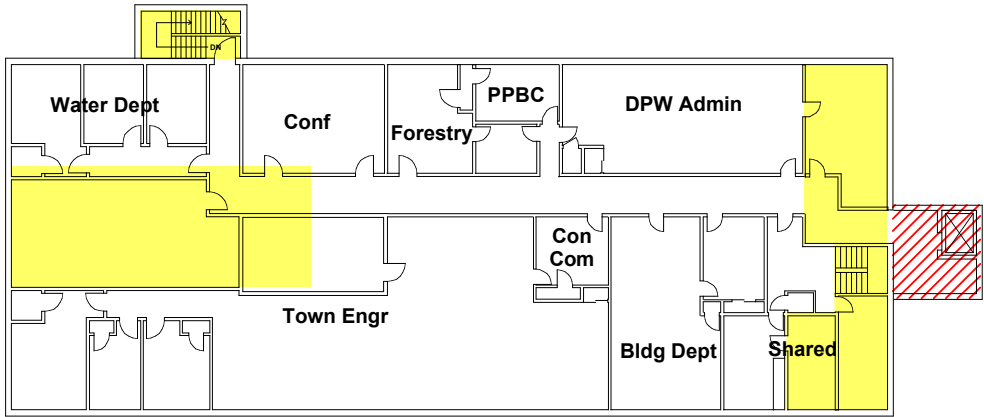
ParkingLevel 4	24,954 GSF
ParkingLevel 3	24,954 GSF
ParkingLeve 2	24,954 GSF
ParkingLevel 1 & First Floor	51,338 GSF
Second Floor	35,261 GSF
Third Floor	20,093 GSF
<hr/>	
Total	181,554 GSF



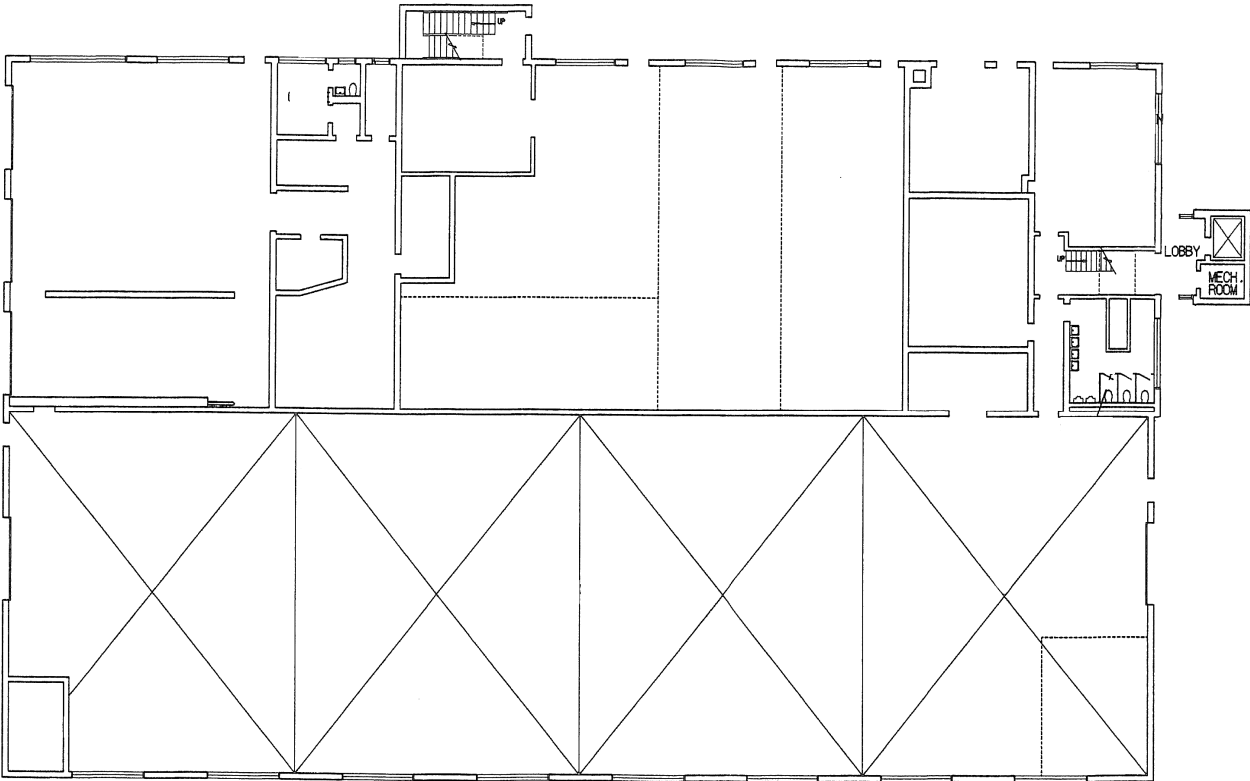
Site Plan prepared by DiNisco Design
based on Rosemary Lake Complex
Facilities Plan (Bargmann, Hendrie +
Archetype, Inc). See Inventory of Previ-
ous Studies, Volume 3.



DPW Building
Interim Repairs



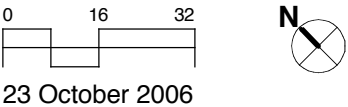
Upper Level



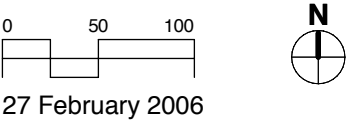
Lower Level

Interim Repairs

- Accessibility
 - Elevator
 - Toilets
- Life Safety
 - Fire Stairs
 - HVAC Improvements for improved I.A.Q.
- Building upgrades
 - Selected interior and exterior repairs
 - Minor office reno
- Vehicle Storage / EPA
 - New wash bay
 - Additional covered storage
 - Storm water management improvements

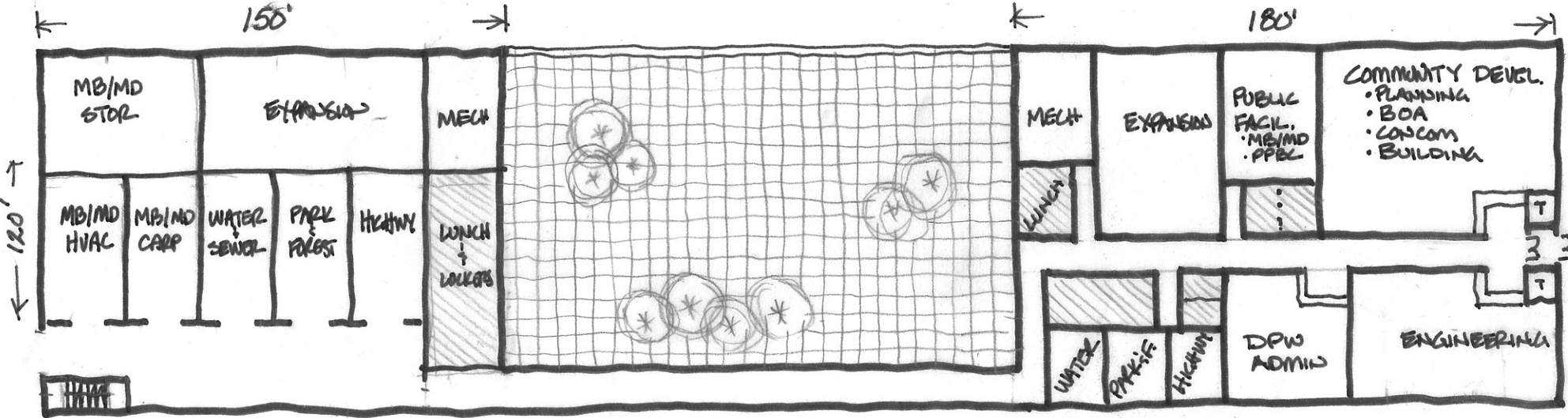


DPW
Greendale Ave.
Option 4
Site Plan

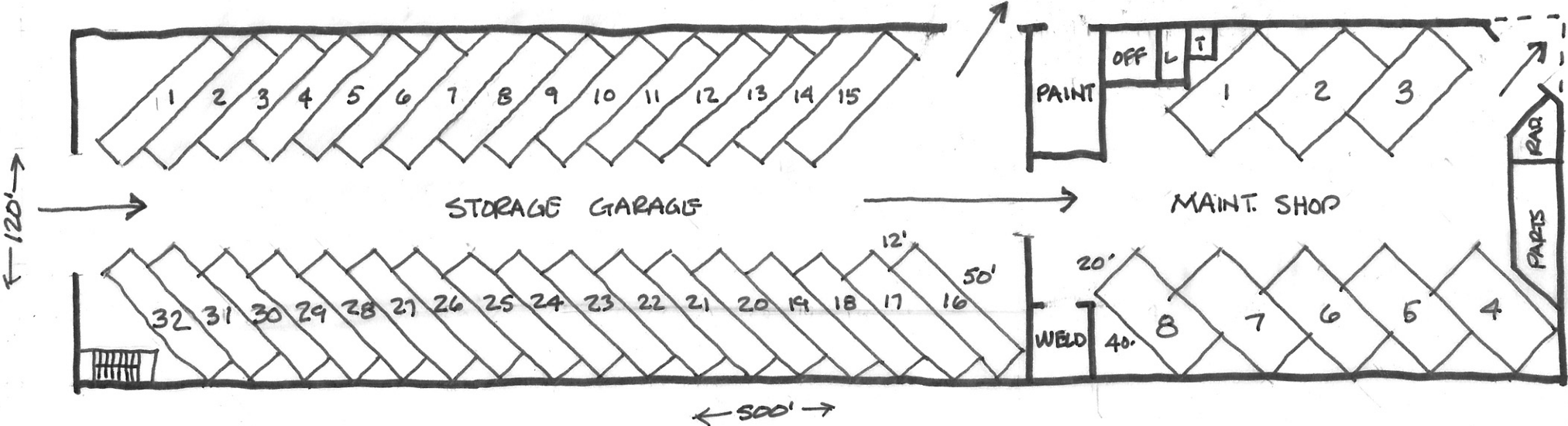


DiNisco Design Partnership
architects and planners

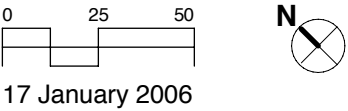
DPW
Greendale Ave.
Option 4
Floor Plans



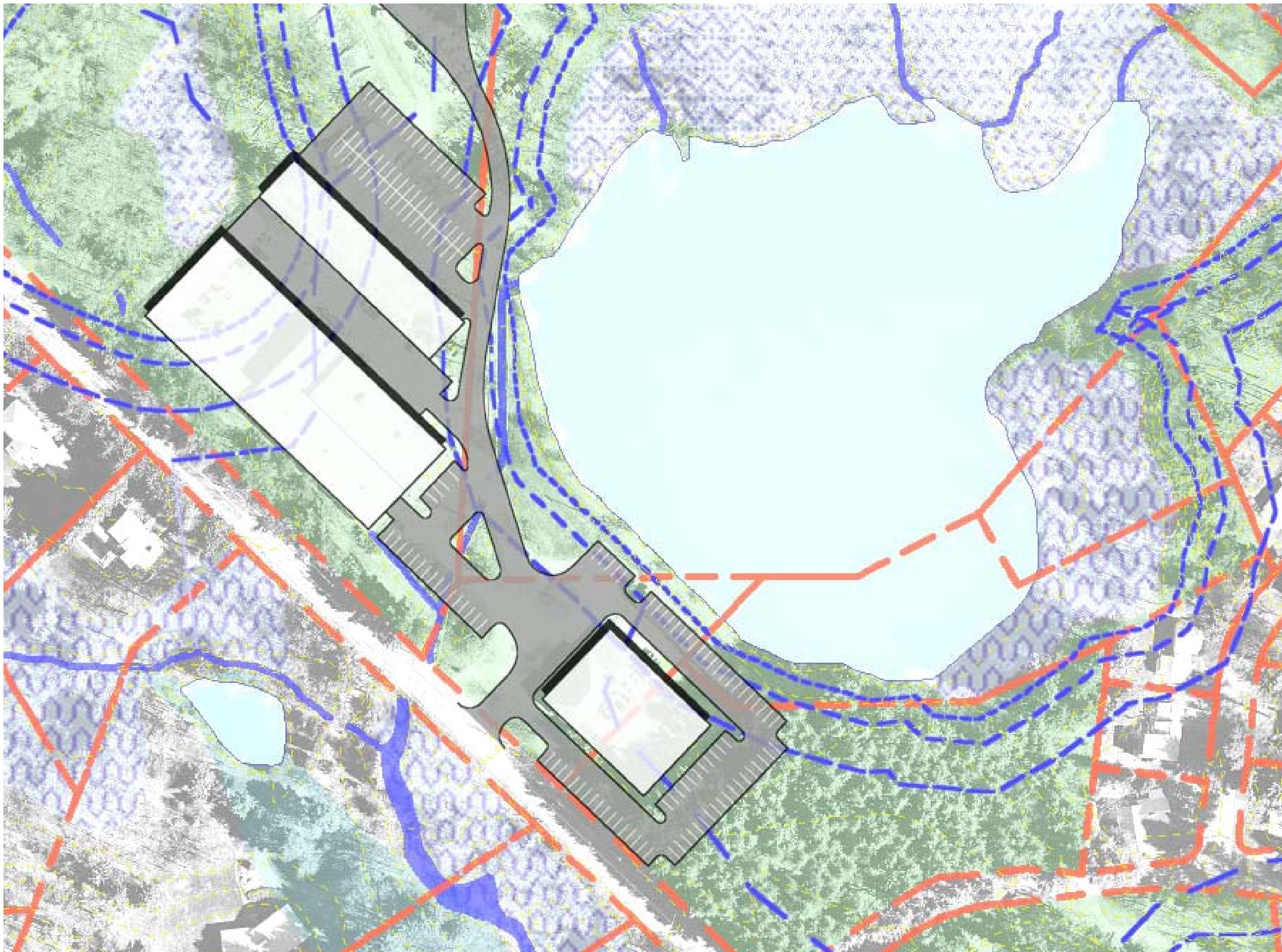
UPPER LEVEL



LOWER LEVEL



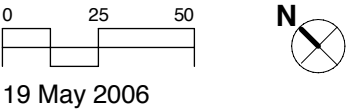
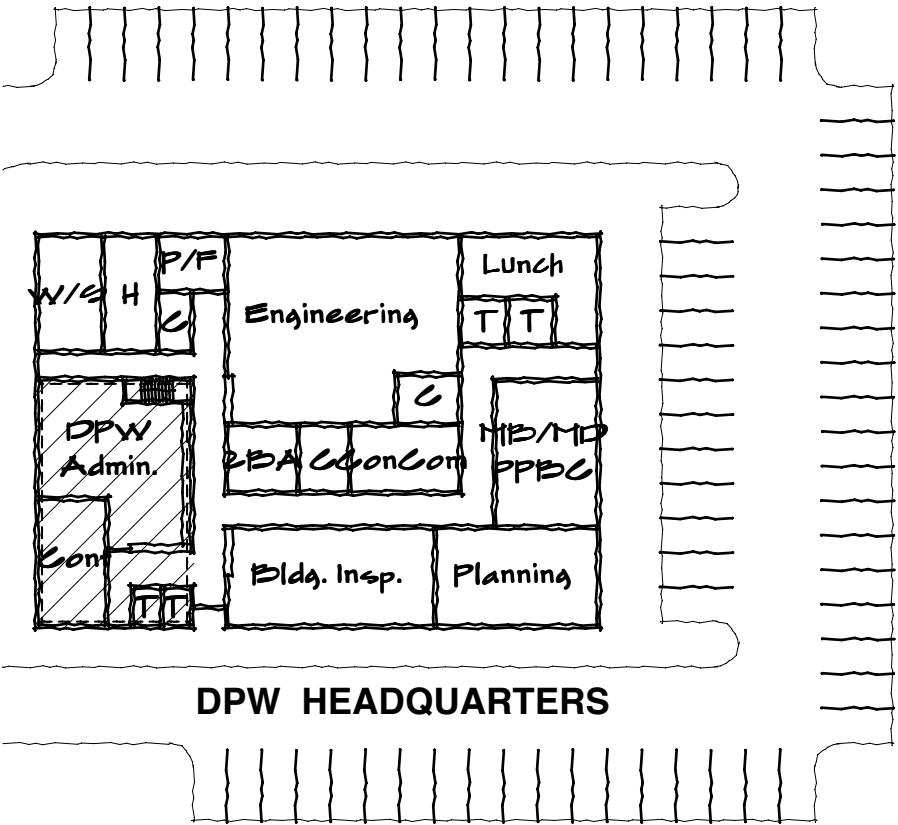
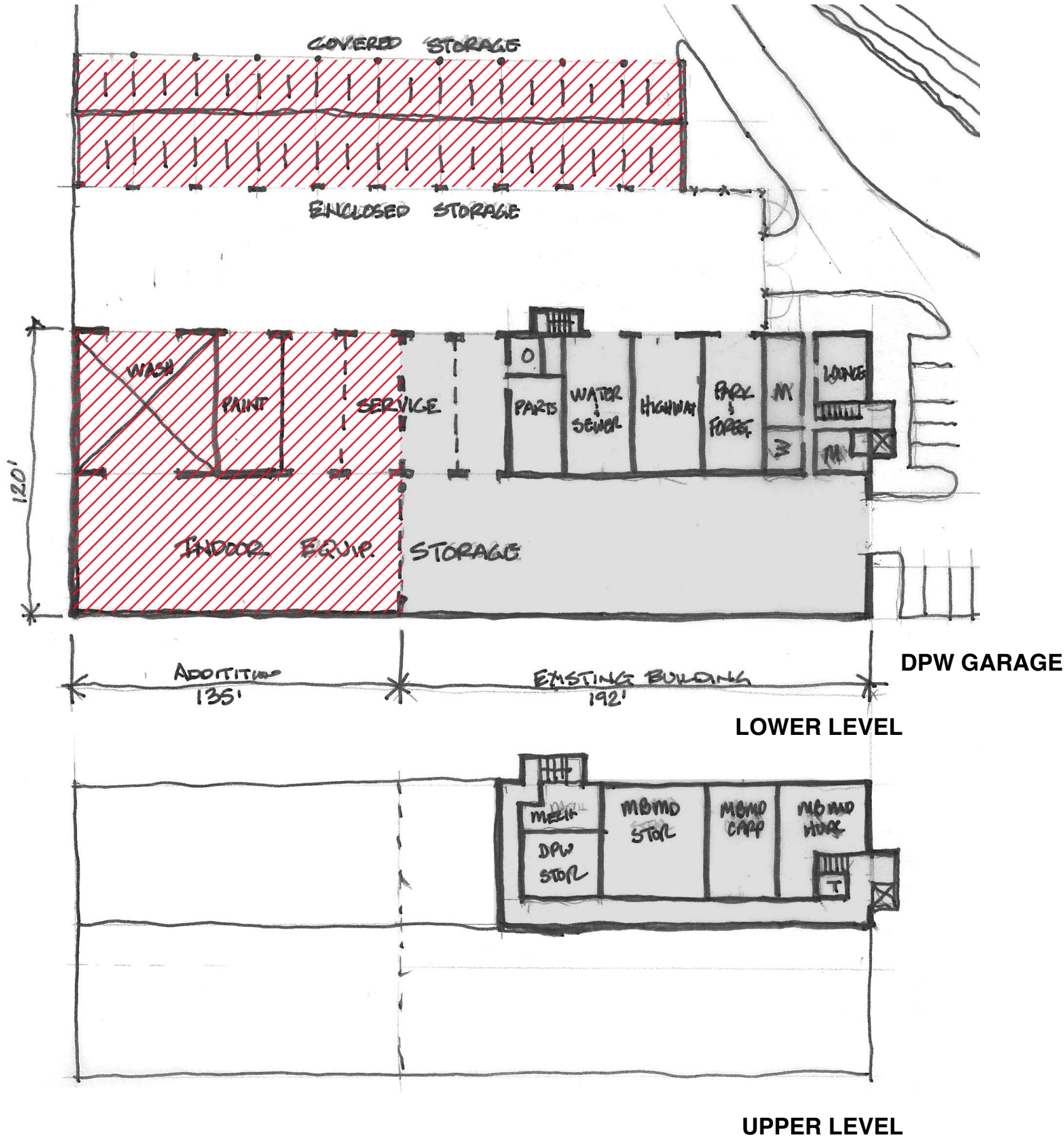
DPW
Dedham Ave.
Option 2
Site Plan



0 50 100
27 April 2006

DiNisco Design Partnership
architects and planners

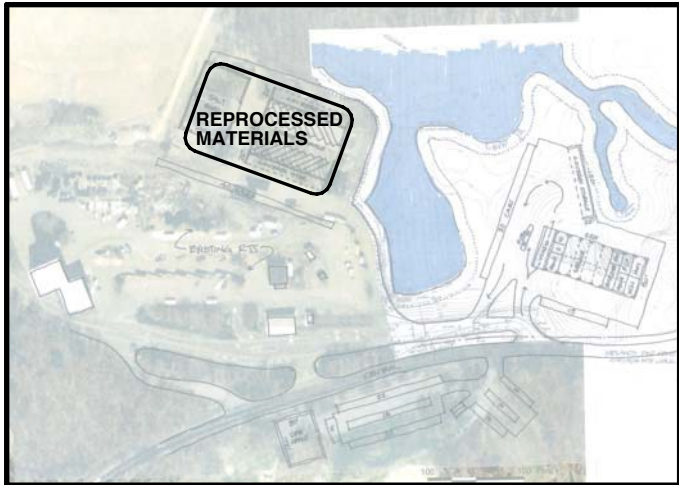
DPW
Dedham Ave.
Option 2



DPW
Relocation
Sequence

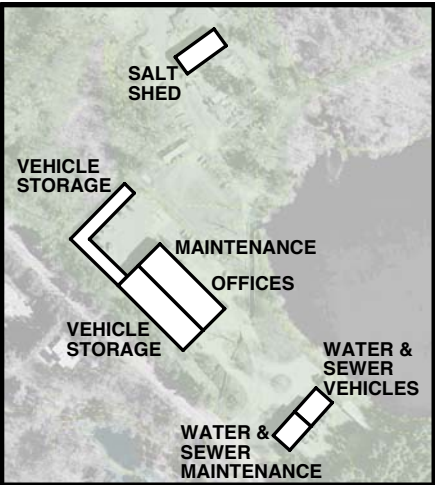
EXISTING

RTS



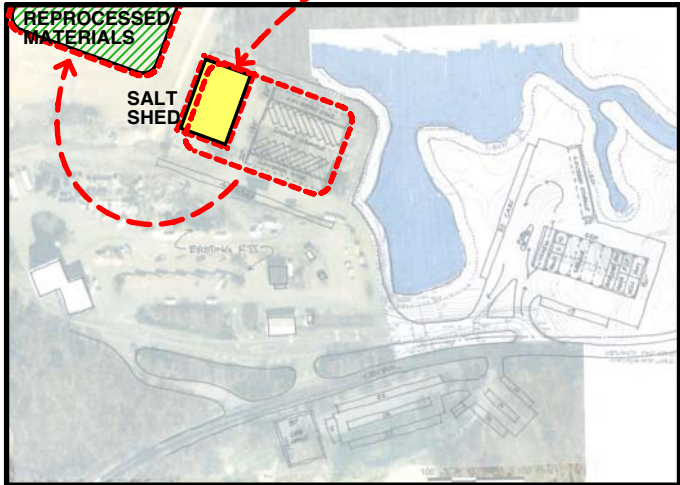
- EXISTING
- NEW
- RENOVATION
- CURRENT PHASE
- NEW SITE IMPROVEMENTS
- UNOCCUPIED
- DEMOLITION

DPW



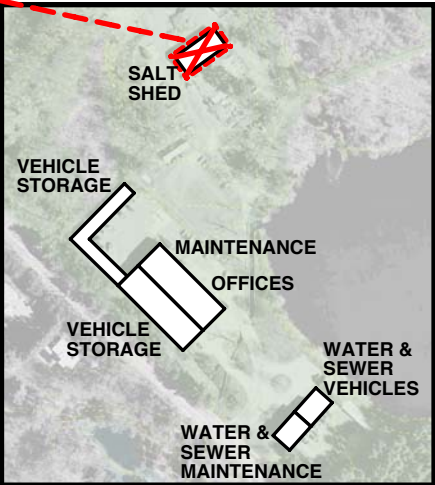
PHASE 1

RTS



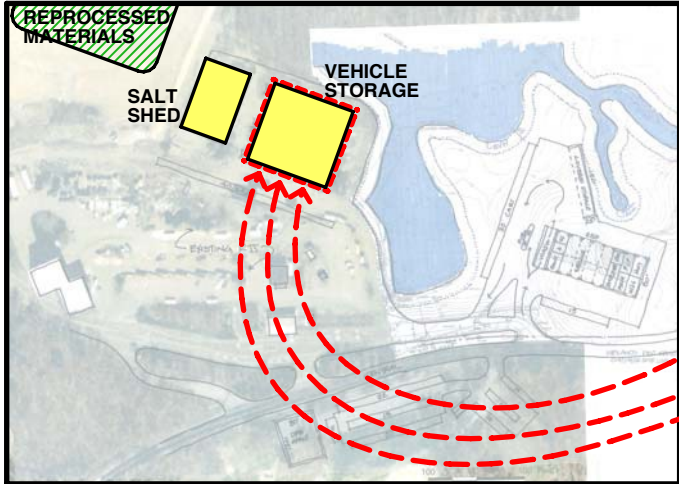
- EXISTING
- NEW
- RENOVATION
- CURRENT PHASE
- NEW SITE IMPROVEMENTS
- UNOCCUPIED
- DEMOLITION

DPW



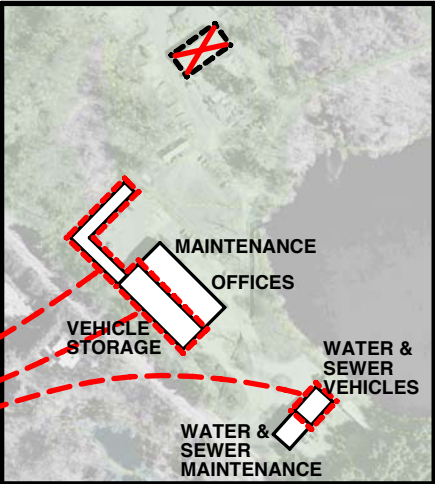
PHASE 2

RTS



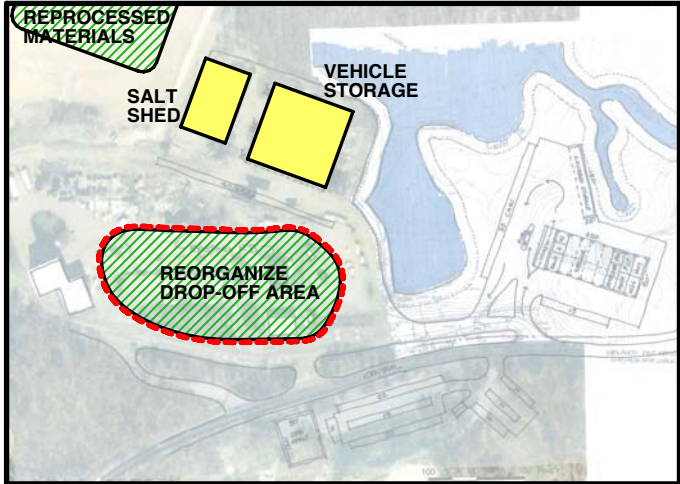
- EXISTING
- NEW
- RENOVATION
- CURRENT PHASE
- NEW SITE IMPROVEMENTS
- UNOCCUPIED
- DEMOLITION

DPW



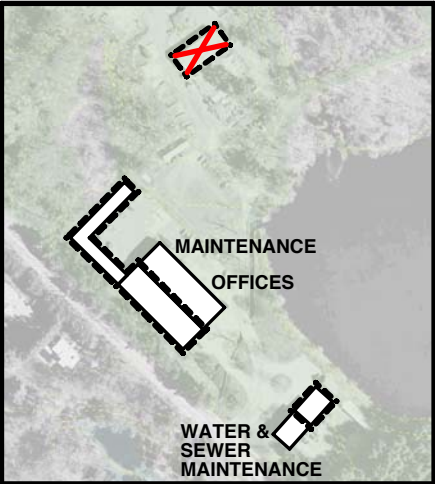
PHASE 3

RTS



- EXISTING
- NEW
- RENOVATION
- CURRENT PHASE
- NEW SITE IMPROVEMENTS
- UNOCCUPIED
- DEMOLITION

DPW

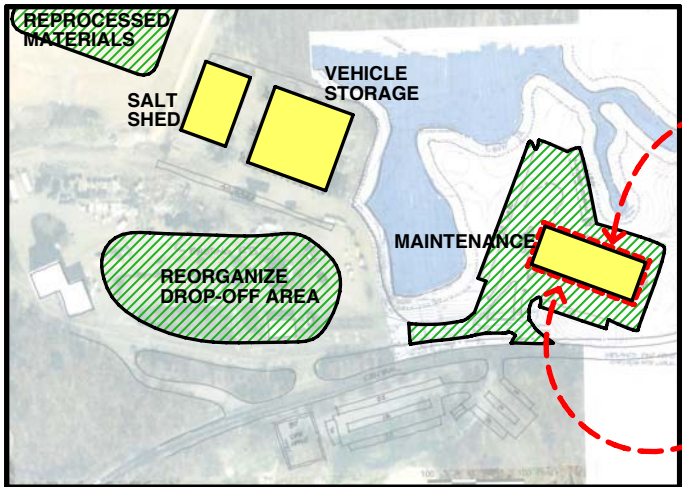


DPW
Relocation
Sequence

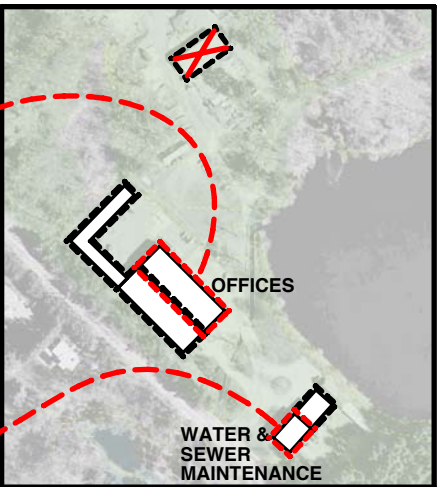
PHASE 4

RTS

Contract Maintenance
Building
\$5.7 M (2008)



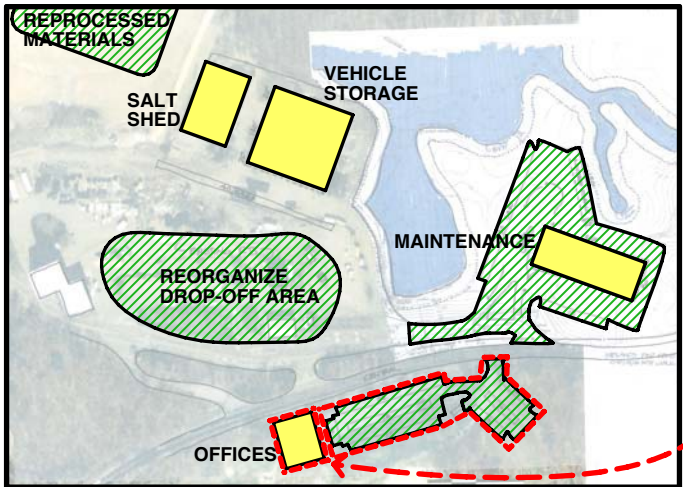
DPW



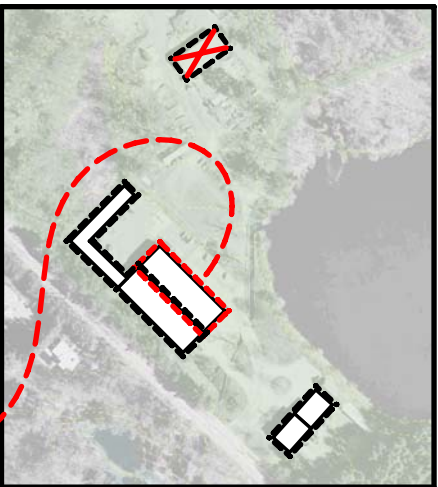
PHASE 5

RTS

New Office Building & Parking
\$5.9 M (2008)

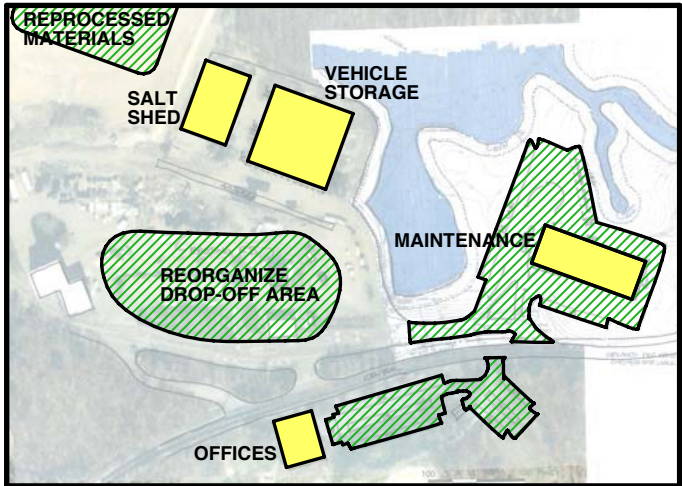


DPW



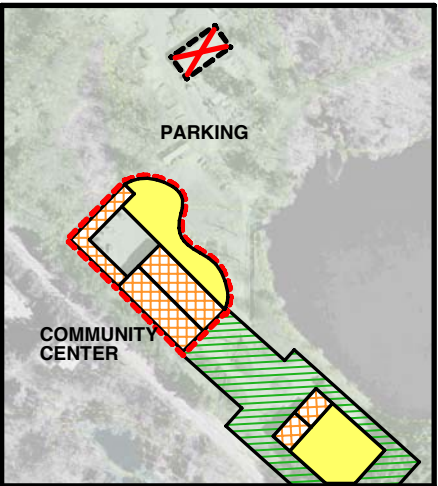
FUTURE

RTS

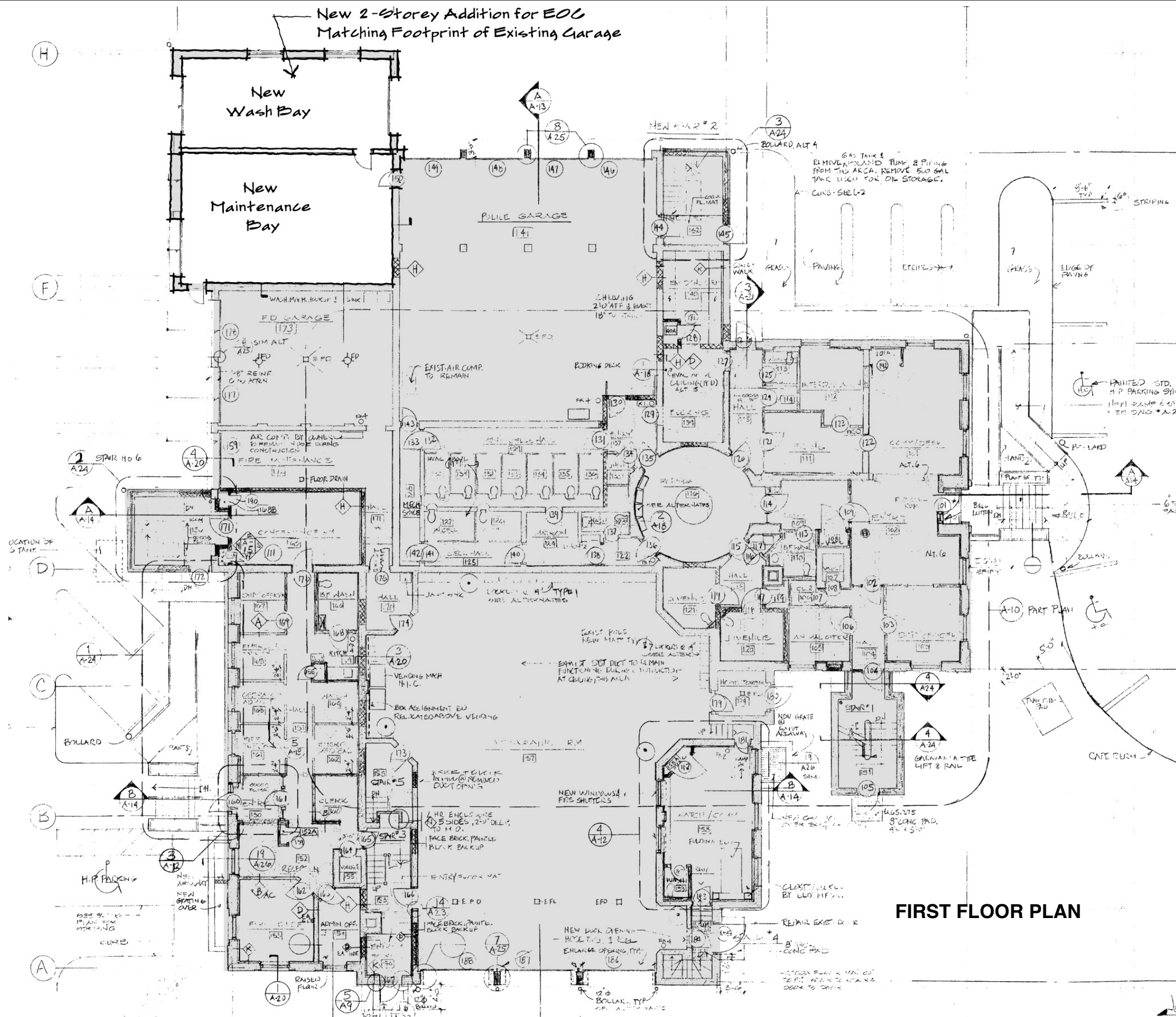


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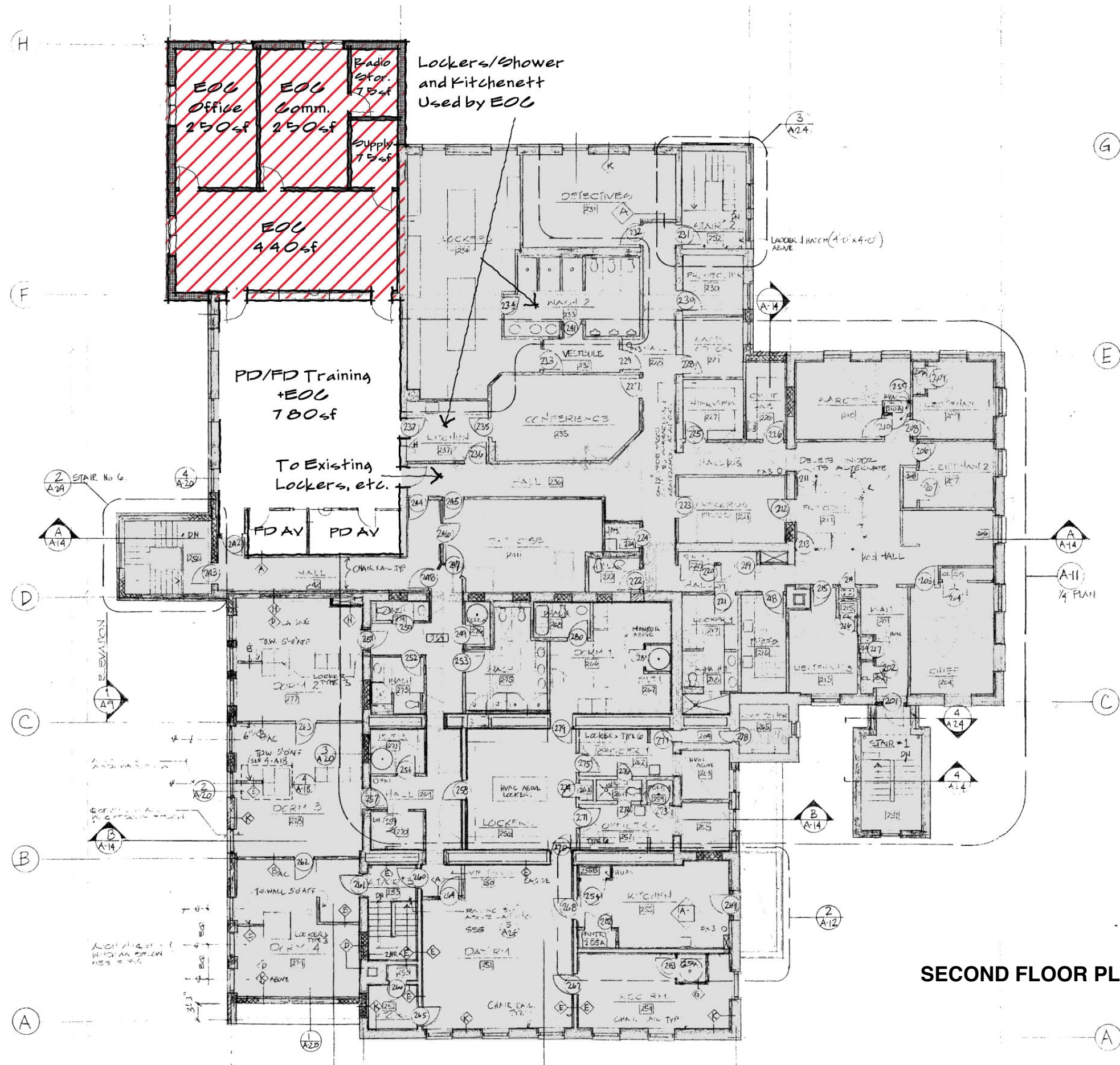
Future Community
Center Campus



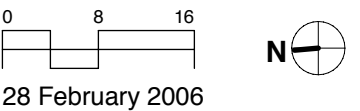
EOC
Option 1
Floor Plans



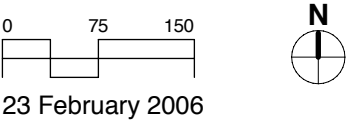
EOC
Option 1
Floor Plans



SECOND FLOOR PLAN



Play Fields
Nike
Option 1
Site Plan



DiNisco Design Partnership
architects and planners

Play Fields
Nike
Access Proposed by
the Conservation
Commission

Sketch prepared by Needham
Conservation Commission and
submitted to the Facility Working
Group (02/13/06)

Not to Scale

07 March 2006



DiNisco Design Partnership
architects and planners Limited